



U.S. Department of Housing and Urban Development
Office of Public and Indian Housing

Family Report

Form HUD-50058
Instruction Booklet

October 1997
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Introduction

The Form HUD-50058 Instruction Booklet will help users understand and complete the Form HUD-50058. Housing Agencies (HAs) collect and submit information contained on the Form HUD-50058 to provide HUD with a picture of the people who participate in subsidized rental programs. HAs submit this information electronically to HUD. The Multifamily Tenant Characteristic System (MTCS) then creates reports used to analyze the subsidized rental programs, monitor HAs, detect fraud, and provide information to Congress and other interested parties.

HUD prepared and distributed the Form HUD-50058 Instruction Booklet to ensure the accuracy of information collected. The booklet explains each line on the Form HUD-50058 and the information to collect for each line. Past information packages that accompanied the Form HUD-50058 also contained additional information such as edits and file transmission requirements. In an effort to target audiences with appropriate information, HUD created a separate document that contains the field edits and flat file transmission requirements. Interested users can find the *Form 50058 Technical Reference Guide* on the HUD website.

We hope the Instruction Booklet answers most of your questions about the Form HUD-50058 information. Please direct additional questions to your HUD Field Office representative, HUD headquarters program specialist, MTCS Hotline, or MTCS Forum.



General Rules and Information for Completing Form HUD-50058 and Form HUD-50058-FSS

General Statement of Changes

HUD recently redesigned the Forms HUD-50058, Family Report, and HUD-50058-FSS, Family Self-Sufficiency Addendum, to capture new information mandated by Congress and to respond to requests for improvement from the subsidized housing community. The revised Form(s) incorporates worksheets that previously existed apart from the Form. In doing so, the logical flow of information continues without interruption.

In addition to the inclusion of new fields and the deletion of others, the revised Form allows Housing Authorities (HAs) to submit a Family Self-Sufficiency (FSS) Addendum without an entire Form HUD-50058, as long as the HA previously submitted a Form HUD-50058 for the family. Additionally, the Form HUD-50058 incorporates more demographic information about family members than the version currently in use and includes proration calculations under the Noncitizens rule for Public Housing and each Section 8 program.

A substantial change to the redesigned Form HUD-50058 is the format to capture project numbers. The old Form accepted project numbers in multiple formats from which the Multifamily Tenant Characteristics System (MTCS) captured the pieces that it needed. The revised Form requires *only* the project number pieces that MTCS needs. For example, you no longer enter the Field Office code as part of the project number. The new MTCS requirements to enter project numbers are as follows:

- **Section 8**

- (1) HA state (line 1b)
- (2) HA number (line 1c)
- (3) Program code (line 1d)
- (4) Subcontractor ID (line 1h) if an HA subcontractor submits the Form

- **Public and Indian Housing**

- (1) HA state (line 1b)
- (2) HA number (line 1c)
- (3) Program code (line 1d)



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- (4) Project state, if different from the HA state indicated in line 1b (line 1e)
- (5) Project/Originating HA number, if different from the HA number indicated in line 1c (line 1f)
- (6) Project number (line 1g)
- (7) Site number or suffix, if applicable (line 1h)

Special Instructions

Form HUD-50058:

- The Form HUD-50058 requires completion of all Sections through Section 9[▲]. The program code (line 1d) and action code (line 2a) indicated on the Form determine the additional section(s) to complete. Use the matrix below to determine which additional section(s) to complete:

	Sec. 1	Sec. 2	Sec. 3	Sec. 4	Sec. 5	Sec. 6	Sec. 7	Sec. 8	Sec. 9	Sec. 10	Sec. 11	Sec. 12	Sec. 13	Sec. 14	Sec. 15
PROGRAM NAME															
Public Housing (P)	x	x	x	x	x	x	x	x	x	x					
Section 8 Rental Certificate (CE)	x	x	x	x	x	x	x	x	x		*			*	
Section 8 Voucher (VO)	x	x	x	x	x	x	x	x	x			*		*	
Moderate Rehabilitation (MR)	x	x	x	x	x	x	x	x	x				x		
Mod Rehab converted to Section 8 Rental Certificate (MC)	x	x	x	x	x	x	x	x	x		x				
Indian Housing (B)	x	x	x	x	x	x	x	x	x	*					*

Matrix Key: X indicates that you must complete the Section;

* indicates that you must complete one Section or the other.

▲ This applies unless you complete the Form HUD-50058 for a family that exercises a portability move-out, end of participation, or currently participates or participated in the last year in FSS and enters or exits the FSS program.

- Complete the specific lines, instead of entire Sections, for the actions that follow:

- Portability Move-out**, complete only:

- (1) Section 1
- (2) Section 2, line 2a (indicate action 5)
- (3) Section 2, line 2b (effective date of action)
- (4) Section 3, lines 3a through line 3p (for Head of Household only)



- **End Participation**, complete only:

- (1) Section 1
- (2) Section 2, line 2a (indicate the action code as #6)
- (3) Section 2, line 2b (effective date of action)
- (4) Section 3, lines 3a through line 3p (for Head of Household only)

FSS: Family Self-Sufficiency program:

1. If the family is presently enrolled in the FSS program and you complete Form HUD-50058 for any action other than an FSS Enrollment or Exit only (line 2a, action other than 8), and the family participated in FSS in the past year (line 2e, Y), complete all sections on Form HUD-50058 according to the grid on page 4. Additionally, complete the Form HUD-50058-FSS (FSS Addendum).
2. If you complete Form HUD-50058 for a family that enrolls in or exits FSS (line 2a, action 8), complete only the fields that follow on Form HUD-50058, then skip to Form HUD-50058-FSS (FSS Addendum).
 - (1) Section 1
 - (2) Section 2, line 2a (indicate action 8)
 - (3) Section 2, line 2b (effective date of action)
 - (4) Section 2, line 2e (FSS participant now or in last year)
 - (5) Section 3, lines 3a through line 3p (for Head of Household only)
 - (6) FSS Addendum

Form Conventions

1. Include the 4-digit year for all fields that require the entry of a date. Enter the date in any standard format (i.e., "MM/DD/YYYY or MM-DD-YYYY"). You must enter the year in its entirety.
2. "/" means "or" unless otherwise noted.
3. **Monetary figures:** enter only whole dollar amounts. Do not show cents, commas, or dollar signs.



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4. **Rounding**: round each monetary amount *up* when a number is .50 or above; *down* when a number is .49 or below.
5. **Reserved**: HUD may have future directions about how to use these lines. Reserved lines are placeholders for anticipated future changes.
6. The **Calculation** column is a scratch area where Housing Agencies may perform manual calculations. The column entries are not transmitted to HUD.
7. Leave blank any line(s) or item(s) that do not apply, unless the Form instructs otherwise.
8. **Mixed Family**: a family that contains both eligible and ineligible members who may be subject to pro-rated rent under the Noncitizens rule.
9. **Negative numbers**: When calculations result in negative numbers, enter 0 (zero), unless the Form HUD-50058 Instruction Booklet instructs otherwise.

Acronyms

FMR	=	Fair Market Rent, set by HUD
FSS	=	Family Self-Sufficiency Program
HA	=	Housing Agency
HAP	=	Housing Assistance Payment
HUD	=	U.S. Department of Housing & Urban Development
IGR	=	Independent Group Residence with continual supportive services
IHA	=	Indian Housing Authority
INS	=	U.S. Immigration and Naturalization Services
OFTO	=	Over-FMR Tenancy Option
OMB	=	U.S. Office of Management and Budget
PHA	=	Public Housing Agency
SRO	=	Single Room Occupancy
SSA	=	Social Security Administration
SSI	=	Supplemental Security Income
SSN	=	Social Security Number
TIN	=	Taxpayer Identification Number
TTP	=	Total Tenant Payment



Reference Documents

The documents listed below provide additional information to staff who complete the Form HUD-50058:

1. **The Code of Federal Regulations.** Contains the codification of the general and permanent rules published in the Federal Register by the Federal Government executive departments and agencies. For the code section that applies to HUD programs, see Title 24, Housing and Urban Development. Federal Register information is also available on the Internet at <http://www.access.gpo.gov/nara/cfr>.
2. **Housing Agencies Guidebook: Restrictions on Assistance to Noncitizens, 7465.7, July 1995.** Contains the requirements and procedures that apply to the provision of financial assistance that are available to a person who is not a United States citizen, national, or certain categories of eligible noncitizens.
3. **Federal Register, 61 FR 5442, October 18, 1996, Combined Income and Rent Final Rule.** Consolidates parts 813 and 913 in new subpart F to 24 CFR 5. Establishes definitions and requirements that concern income limits for admission, annual income, adjusted income, total tenant payment, utility allowances and reimbursements, and reexamination of income and family composition for Public and Indian housing programs, and Section 8.
4. **1937 Housing Act.** The basic law that applies to Public and Indian housing programs, and Section 8. Text available on the Internet at <http://www.law.cornell.edu/code>.
5. **Social Security Handbook.** Summarizes information about Social Security programs and contains brief descriptions of related programs that other agencies administer. Covers the primary programs that affect public housing residents, which include retirement insurance, survivors insurance, disability insurance, supplemental security income and public assistance and welfare services. Information is also available on the Internet at http://www.ssa.gov/ssa_Home.html.
6. **HUD homepage: www.hud.gov.** HUD's address on the Internet. Source for information about HUD programs, downloading MTCS files, and obtaining MTCS operating information.
7. **MTCS Website: www.hud.gov/pih/systems/mtcs/pihmtcs.html.** MTCS section of the HUD Website. Source for information about MTCS. Includes links to MTCS Forum (an on-line question and answer), MTCS Newsflash, and related MTCS documentation.
8. **Form HUD-50058 Technical Reference Guide.** Contains the Form HUD-50058 field edits and flat file transmission requirements. The Guide is available on the Internet at <http://www.hud.gov/pih/systems/mtcs/pihmtcs.html>.
9. **Form Warehouse: www.hud.gov/forms/formwhrs.html.** Source to download all HUD forms.



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Reporting Requirements/ Delinquency Tracking

Per 24 CFR 908, HUD requires all Section 8, Public Housing Agencies, and Indian Housing Agencies (HAs) to electronically submit Form HUD-50058 and Form HUD-50058-FSS data to MTCS. Submit data in the manner that follows:

HAs that administer 100 and over units:	HAs that administer 99 or fewer units:
HAs must submit electronically Form HUD-50058/ HUD-50058-FSS data to MTCS <i>monthly</i> .	HAs must submit electronically Form HUD-50058/ HUD-50058-FSS data to MTCS <i>quarterly</i> .

To improve the rate of reporting, HUD implemented a penalty in July 1996 for reporting delinquencies. The penalty is such that where an HA fails to meet its obligation under the Annual Contributions Contract to furnish required reports (except where HUD allows an extension), **HUD reduces the payment of Section 8 administrative fees by 10 percent monthly**. HUD will make the adjustment for the 10 percent monthly reduction in the administrative fee at the time of the year-end settlement. For more information on reporting requirements and delinquency tracking, see *Notice PIH 96-20 (HA)*, *Issued April 18, 1996*, and *FY1997 extension by Notice PIH 97-20 (HA)*.

Privacy Act

Collection of information on Forms HUD-50058 and HUD-50058-FSS is subject to the requirements of the Privacy Act of 1992.

HAs are reminded that they must give a Form HUD-9886, Authorization for the Release of Information/Privacy Act Notice, to all applicants at the time the HA evaluates their eligibility for housing assistance, and to all residents and all Section 8 participants at the time of each annual reexamination and/or interim reexamination. The Head of Household and spouse/co-head, regardless of age, and each adult member in the household at the time of the initial examination must sign the notice. It is **mandatory** that each additional adult member, who lives in the household, sign the Notice. HAs must also obtain signatures from any new adult who joins the household and from household members who have reached 18 years of age.

Failure of the applicant or participant to sign the Notice constitutes grounds for denial of eligibility or termination of assistance or tenancy.

The Notice is a general authorization form and does not replace specific forms that HAs currently use to verify information about applicants or participants. HAs must maintain a signed copy of the Authorization for the Release of Information/Privacy Act Notice in the tenants' files. See the Forms Warehouse on the Web (<http://www.hud.gov/forms/formwhrs.html>) for a copy of *Form HUD-9886, Authorization for the Release of Information/Privacy Act Notice*. For more



information on the Privacy Act Notice and Form HUD-9886, see *Notice PIH 94-36 (HA)*, Issued June 13, 1994.

Further Assistance

The MTCS Hotline provides technical assistance in the completion and transmission of Forms HUD-50058 and HUD-50058-FSS. The Hotline is available Monday - Friday, between the hours of 7:00 AM and 7:00 PM, Eastern Standard Time (excluding Federal Holidays). For assistance, call the Hotline at: 1-800-366-6827.

The MTCS Forum provides a vehicle for on-line questions and answers. HUD headquarters, HUD Field Offices, Housing Agencies, and vendors use the site to resolve problems they have, post useful tips and suggestions, as well as lend their experience to situations that others face. The MTCS Forum is located on the HUD Web site at:
<http://www.hud.gov/pih/pihboard/mtcs/pihboard.html>.



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Line Instructions

Form HUD-50058

Page Heading

HA Use Only:

Page 1 Header only

HAs may use this line for any information they wish to collect. The information on this line is not transmitted to HUD.

Date Modified:

Header begins on Page 2

Enter the date the HA representative fills out the Form or modifies any Form page. This box appears on every Form page and the date corresponds to the date the HA enters information for that particular page. If information on one page requires a correction, that page date will change when the HA makes the correction. If information on other Form pages do not change, the date modified will not change on those pages.

Head of Household Name:

Header begins on Page 2

The Head of Household's name as indicated in line 3a. Use this field to identify the Head of Household if the pages of the Form separate.

Social Security Number:

Header begins on Page 2

The Head of Household's social security number as indicated in line 3n. Use this field to identify the Head of Household if the pages of the Form separate.



Section 1: Agency

Note: Do not include any Field Office code that may apply in lines 1e through 1h. The MTCS system can identify the Field Office code based on the HA number provided.

- 1a. **Agency Name:** Name of the Housing Agency (HA) that completes the family's Form HUD-50058. Abbreviate the agency name as necessary, but include essential identification information.
- Note: Under Section 8 portability, the receiving HA always reports the family data. Use the receiving HA's name and number even if the receiving HA bills the initial HA.
- Note: If your HA administers another HA's Section 8 program, and a family's assistance is funded under the other HA's Annual Contribution Contract, use the Section 8 project number for the program under which the family's assistance is funded. (This does *not* apply to portability.)
- 1b. **HA State** Two-character postal code that indicates the state where the reporting HA is located.
- Note: See the ***Federal Standard State and Territory Codes***, Appendix 1, for a list of state and territory postal codes.
- 1c. **HA Number:** Three-digit number HUD assigned to each HA. This number identifies each HA within a particular state.
- Note: If the HA number is unknown, call the HA's State/Area Field Office to obtain the number.
- 1d. **Program:** The rental housing assistance program in which the family participates. Use the codes that follow to identify the program:
- P = Public Housing
 - CE = Section 8 Rental Certificate
 - VO = Section 8 Vouchers
 - MR = Moderate Rehabilitation (Mod Rehab)
 - MC = Mod Rehab converted to Section 8 Rental Certificate
 - B = Indian Housing



Note: Enter a program code in the 2 boxes in line 1d from *left to right*. If there is only 1 letter to enter, complete the *first* box (the one to the left) only; if there are 2 letters to enter, complete *both* (first and second) boxes.

- 1e. **Project State, if different from 1b:** *(Public/Indian Housing only)*
State where the Public/Indian Housing project is physically located if it is different from the HA's state indicated in line 1b.

Note: Leave blank if not applicable.

Example: The HA that administers the Navajo Indian HA is located in Colorado, but part of the project is located in Arizona. Enter AZ in line 1e.

- 1f. **Project/Originating HA Number (if different from 1c)** *(Public/Indian Housing only)*
The 3-digit number of the HA to which the project was originally assigned. This occurs when one HA takes over the administration of a project that was originally assigned to a different HA.

Note: Leave blank if not applicable.

- 1g. **Project Number:** *(Public/Indian Housing only)*
For Public and Indian Housing programs, the official 3-digit number that identifies each project. If a project number contains zeroes, enter the zeroes on the Form.

Example: Enter project number 5 on the Form as 005, using all 3 boxes.

- 1h. **Site Number or suffix, if applicable:** *(Public and Indian Housing only)*
HUD assigned site numbers or suffixes to the project sites of some Public and Indian Housing Agencies. If the family resides in a project with a site number or suffix code, enter the 3-digit number/suffix here.

Note: If no site number or suffix, leave blank.



Section 2: Action

2a. **Type of action:**

Report the type of action. Use the action codes that follow:

- | | |
|---------------------------|---------------------------------|
| 1 = New Admission | 5 = Portability Move-out |
| 2 = Annual Reexamination | 6 = End Participation |
| 3 = Interim Reexamination | 7 = Other Change of Unit |
| 4 = Portability Move-in | 8 = FSS Enrollment or Exit only |

New Admission -

The transaction where the family has:

- Signed a lease (or occupancy agreement) with the HA for the first time to occupy a dwelling unit operated under the HA's Public or Indian Housing program; or
- Signed a lease under the Section 8 Rental Certificate, Rental Voucher, or Moderate Rehabilitation (Mod Rehab) programs for the first time; or
- Experienced an interruption of over one month between his/her occupancy of one Public or Indian Housing unit and another Public or Indian Housing unit; or
- Experienced an interruption in assistance of over four months between assisted occupancy of one unit and assisted occupancy of another unit under the Section 8 program, and is then readmitted to Section 8; or
- Moved from one HA program to another (e.g., moved from a Public Housing project to the Section 8 Rental Certificate program).

Note:

Do not report a New Admission if a family moves between the Section 8 Rental Certificate program and the Section 8 Voucher program. Because a family may exchange a Rental Certificate for a Rental Voucher and vice versa, HUD does not



consider a change between these two programs as a New Admission.

Note: If a family exercises portability in connection with its first admission into the Section 8 program, the *receiving HA* must classify this as a New Admission and not a Portability Move-in.

Note: A transfer from one dwelling unit to another unit within the *same* HA program does *not* constitute a new admission.

Note: If the family is a New Admission and is enrolling in the FSS program, report a New Admission and submit an FSS Addendum that indicates the family as a new FSS enrollment.

Example: A family moves from a Public Housing project to the Section 8 Rental Certificate program. Report a New Admission for the Section 8 Rental Certificate program, and an End Participation for the Public Housing program.

Annual Reexamination - The regularly scheduled *annual* reexamination of family circumstances.

Interim Reexamination - The reexamination of family circumstances, other than at the regularly scheduled annual reexamination. Occurs as a result of a change in income status, addition or loss of a family member, or other circumstance that requires tenant rent adjustment.

Portability Move-In - (*Section 8 Rental Certificates or Vouchers only*)
Portability move into a new HA jurisdiction.

Note: If a family exercises portability in connection with its first admission into the Section 8 program, the *receiving HA* must classify this as a New Admission and not a Portability Move-in.

Portability Move-out - (*Section 8 Rental Certificates or Vouchers only*)
Portability move out of an HA jurisdiction, regardless of whether the receiving HA bills or absorbs the cost.

Note: Report a portability move-out only after the receiving HA has executed a HAP contract on behalf of the family.



End Participation -

The transaction where the Head of Household and all family members discontinue participation in the HA program. Report an End Participation if the family moves from one HA program to another.

Note:

Do not report an End Participation if assistance is only temporarily interrupted (i.e., interrupted for one month or less for Public or Indian housing program, or for four months or less for Section 8 programs) because of a move to a different unit under the *same* program.

Note:

Do not report an End Participation if a family moves between the Section 8 Rental Certificate program and the Section 8 Rental Voucher program. Because a family may exchange a Rental Certificate for a Rental Voucher and vice versa, HUD does not consider a change between these two programs as an End Participation.

Example:

A family moves from a Public Housing project to the Section 8 Rental Certificate program. Report an End Participation for the Public Housing program, and a new Admission for the Section 8 Rental Certificate program.

Other Change of Unit -

A transfer to another unit within the *same* HA program at a time other than the Annual Reexamination or an Interim Reexamination.

Note:

This covers transfers to other units within a program or under the Section 8 Rental Certificates or Rental Vouchers.

FSS Enrollment or Exit Only -

The family enrolls or exits the Family Self-Sufficiency (FSS) program only.

Note:

If the family is a New Admission and is enrolling in the FSS program, report a New Admission and submit an FSS Addendum that indicates the family as a new FSS enrollment.

2b. Effective date of action:

Date the reported action becomes effective. The effective date cannot be earlier than the date of admission to the program (line 2c).



	<p>Note:</p> <p>If the family receives Section 8 Certificate assistance and the family is a new admission, exercises a portability move-in, or moves to another unit (line 2a = 1, 4, or 7), the effective date (line 2b) must be before October 1, 1999. If the effective date is on or after October 1, 1999, the family must receive Section 8 Voucher assistance.</p>
<p><u>New Admission and Portability Move-in -</u></p>	<p>The effective date of the lease.</p>
<p>Section 8:</p>	<p>The effective date of the assisted lease and HAP contract.</p>
<p><u>Reexamination and Interim Reexamination -</u></p>	<p>Date that any tenant rent changes (including <u>no</u> changes to the rent) take effect.</p>
<p><u>Portability Move-out -</u></p>	<p>Date the HA terminates the HAP contract on behalf of the family that is porting out.</p>
<p><u>End Participation</u></p>	<p><i>Public/Indian Housing:</i> Date the lease terminates. <i>Section 8 Programs:</i> Date the HA terminates the HAP contract on behalf of the family.</p>
<p><u>Other Change of Unit-</u></p>	<p>Date of the move (i.e., the effective date of the new unit's lease).</p>
<p><u>FSS Enrollment or Exit only -</u></p>	<p>Date the family enrolls or exits the Family Self-Sufficiency program.</p>
<p>2c. <u>Date of admission to program:</u></p>	<p>Date the HA initially admitted the family into the program reported in line 1d. HUD uses this date to determine how long families participate in a specific rental housing programs. For new admissions enter effective date of action (line 2b).</p>
<p>Note:</p>	<p>If the family moved between the rental certificate and rental voucher program but the HA continually assisted the family, enter the date the HA initially admitted the family to a tenant-based program.</p>
<p>2d. <u>Projected effective date of next re-exam:</u></p>	<p>Scheduled date for the next reexamination effective date.</p>
<p>Note:</p>	<p>Schedule this date for no more than 12 months from the effective date of action (line 2b).</p>



2e. **FSS Participant now or in the last year?**

Indicate if the family currently participates or participated in the Family Self-Sufficiency program in the past year.

Y =Yes

N =No

Note:

Complete and submit the FSS Addendum if the family currently participates in the FSS program. If the family ended the FSS program and did not complete the FSS Exit form, indicate Y and do so at this time.

Note:

Section 8 Portability Move-in

When a Section 8 FSS participant moves under portability, the receiving HA must complete and submit Form HUD-50058-FSS (FSS Addendum). The receiving HA must obtain the information, as necessary, from the initial HA.

2f. **Use if instructed by HUD:**

HUD may instruct a particular HA to use this line. If you do not receive instruction to use, leave blank.

Preservation Certificate or Voucher:

If the family occupies a unit in an eligible preservation project, enter **PR**.

Preservation Certificates and Vouchers are special certificates and vouchers allocated to HAs to assist certain residents of “preservation eligible projects” where the owner elects to prepay the mortgage or is approved for voluntary termination of a mortgage insurance contract. Preservation eligible projects are former HUD-subsidized Section 236 or Section 221(d)(3) projects that are covered by the Emergency Low-Income Housing Preservation and Resident Homeownership Act of 1987 (ELIHPA) and the Low-Income Housing Preservation and Resident Homeownership Act of 1990. HUD’s Office of Housing identifies eligible projects for certificates and vouchers under these provisions.

The law provides that certain income eligible families that reside in a “preservation eligible project” on the date of the owner’s prepayment or voluntary termination must be offered certificates or vouchers under Section 8 if, as the result of a rent increase no later than one year after the date of the owner’s



prepayment or voluntary termination, the family's rent exceeds 30 percent of adjusted income. The law establishes special requirements which concern the minimum amount of the family's contribution toward rent (line 9h). The law also provides a special certificate FMR (Fair Market Rent; line 11j) or voucher payment standard (line 12j) for families who choose to stay in their units at the preservation eligible project.

2g. **HA Use Only:**

HAs may use this line for any information they wish to collect. The information on this line is not transmitted to HUD.



Section 3: Household

Note: Lines 3a through 3p are explained below; apply instructions to both pages 1 and 1a of the Form.

Note: The **household** includes everyone who lives in the unit. The **family** includes all household members except live-in aides and foster children/adults. Only consider *family* members to calculate rental subsidies and payments. Only consider the *household* to determine unit size.

Note: Head of Household must complete lines 3a through 3p.

3a. **Head of Household/ Member Number 01 :** The Member Number identifies the individual listed on that line of the Form. You must list Member Number 01 as the Head of the Household. List Member Number 02 as the spouse or co-head (see relation codes, line 3h, for co-head definition). If there is no spouse or co-head, list other household members beginning with Member Number 02 and continue in sequence until the Form contains information about everyone who comprises the household.

Note: The family member's name indicated in line 3a is for the HA use only. Enter the name on the line(s) provided to the extent that it is recognizable for the HAs purposes.

3b. **Last Name & Sr, Jr, etc.:** Indicate the last name of each household member. Include name suffixes, such as Jr., and separate with a comma. Do not include name prefixes, such as Ms. or Mr.

Example: Smith, Jr. or Doe, III.

3c. **First Name:** Indicate the first name of each household member. Do not include name prefixes, such as Ms. or Mr.

3d. **MI:** Indicate the middle initial of each household member. If no middle initial, leave blank. If more than 1 middle initial, only enter one.

3e. **Date of Birth:** Indicate the date of birth for each household member. Include all four digits of the year.



- Example: Write 11/15/**1997** instead of 11/15/97.
- 3f. **Age on effective date of action:** Indicate the age in years of each household member on the effective date of action (line 2b). Use whole years only. Do not round.
- Example: The effective date of action listed is 12/01/1997. Household Member Number 03 was born on August 8, 1981. This person's age as of 12/01/1997 is *16 years*.
- 3g. **Sex:** Indicate the gender of each household member.
- M=Male F=Female
- 3h. **Relation:** Indicate the code that best categorizes the position or role of each household member.
- H=Head of Household S=Spouse
K=Co-head F=Foster child/adult
Y=Other youth under 18 E=Full-time student 18+
L=Live-in aide A=Other adult
- (H) Head of Household - The *one adult member* of the household, designated by the family or by HA policy as the Head of Household, wholly or partly responsible for rent payment. If someone in the household is 62+ years old and/or has disabilities, the family may gain extra deductions by designating this person, or his/her spouse/co-head, as the Head of Household.
- (S) Spouse - The marriage partner of the Head of Household.
- (K) Co-head - An individual in the household who is equally responsible for the lease with the Head of Household.
- Note: Indicate either a spouse or a co-head, but not both. A co-head never qualifies as a dependent.
- Note: Many states allow persons who have not reached the age of majority to sign a lease if they were declared an "emancipated minor."



- (L) Live-in aide - A person who resides with an elderly or disabled person(s) and who:
- (a) is determined by the HA to be essential to the care and well-being of the person(s);
 - (b) is not obligated for support of the person(s); and
 - (c) would not be living in the unit except to provide necessary supportive services.
- (F) Foster child/adult -
- 1. Foster child - A member of the household who is under 18 years of age or a full-time student 18 years or older, and who is under the parental control and responsibility of someone other than his/her mother or father.
 - 2. Foster adult - A member of the household (usually a person with a disability, unrelated to the tenant family, who is unable to live alone) who is 18 years of age or older and for whom the family provides necessary shelter, care and protection.
- (Y) Other youth under 18 - A member of the household (excluding foster children), who is under 18 years of age on the effective date of action (line 2b), regardless of disability status.
- (E) Full-time student 18+ - A member of the household, other than the Head, spouse/co-head, or foster child/adult, 18 years of age or older on the effective date of action (line 2b) who carries a subject load considered full-time for day students under the standards and practices of the educational institution attended. An educational institution includes a vocational school with a diploma or certificate program, as well as a degree-granting institution.
- (A) Other adult - A member of the household (excluding foster adults), other than the Head or spouse/co-head, who is 18 years of age or older on the effective date of action (line 2b), regardless of disability status.



- | | | |
|-----|--|---|
| 3i. | <u>Citizenship:</u> | <p>Code that indicates each household member's United States citizenship status.</p> <p>EC = Eligible Citizen (eligible U.S. citizen or national)</p> <p>EN = Eligible Noncitizen (alien registration number verified by the INS)</p> <p>IN = Ineligible Noncitizen (unable to verify registration at INS or the person has not yet provided documentation of eligible status or the person elected not to contest eligibility status)</p> <p>PV = Pending Verification (alien registration is pending verification by the INS)</p> |
| | Note: | Each <i>family</i> member's code will factor into the rent calculations for rental housing assistance eligibility. |
| | Note: | If you do not know an individual's citizenship, enter 'PV - pending verification.' |
| | Note: | Leave blank if the household member is a live-in aide or foster child/adult. |
| 3j. | <u>Disability (Y/N):</u> | <p>Indicate whether or not the household member has a disability as defined below.</p> <p>Y =Yes N =No</p> |
| | <u>A Person with Disabilities -</u> | <p>A person who:</p> <ul style="list-style-type: none"> (a) has a disability as defined in section 223 of the Social Security Act, (b) is determined to have a physical, mental, or emotional impairment which is expected to be of long-continued and indefinite duration, substantially impedes his/her ability to live independently, and is of such a nature that such ability could be improved by more suitable housing conditions, or (c) has a developmental disability as defined in section 102 of the Developmental Disabilities Assistance and Bill of Rights Act. <p>Note: Include persons who have the acquired immune deficiency syndrome (AIDS) or any condition that arises from the etiologic agent for acquired immune deficiency syndrome.</p> |



- 3k. **Race:** Code the family says best indicates each household member's race. These codes are the official codes the Federal Government uses for census-taking and related activities and are mandated by the U.S. Office of Management and Budget (OMB).
- | | |
|-----------|--|
| 1 = White | 3 = American Indian/
Alaskan Native |
| 2 = Black | 4 = Asian/Pacific Islander |
- 3m. **Ethnicity:** Code the family says best indicates each household member's ethnicity.
- | | |
|--------------|------------------|
| 1 = Hispanic | 2 = Not Hispanic |
|--------------|------------------|
- 3n. **Social Security Number:** The 9-digit social security number (SSN) the Social Security Administration (SSA) assigned to each household member.
- The family must report all SSN's of family members who are age six and over. Family members who do not have SSNs are under no obligation by HUD to obtain them. If, for some reason, a family member has more than one SSN, record the number the individual *currently* uses.
- If an individual receives Social Security benefits under a SSN other than his/her own, enter the *recipient individual's* social security number. Do not enter a social security number that has one or two alpha or numeric characters that follow the basic 9-digit number. The presence of the suffix indicates that the number is actually a *claim number* - issued by the Social Security Administration to identify the relationship of the recipient to the person from whom the benefit is derived (i.e., the basis of the recipient's benefit is another person's Social Security record).
- Note: If a member of the household does not possess a SSN, use 999999999.
- Note: Keep in mind that some numbers reported as valid SSNs are actually "Pocketbook" numbers - versions of a number that first appeared on sample Social Security Cards contained in wallets sold nationwide



in 1938. People often think the number on the card is their personal SSN and use it as they would a government-issued number.

Example:

Do not record xxx-xx-xxxxB or xxx-xx-xxxxW1 as an individual's valid SSN. A number in this format is actually a claim number.

3p. **Alien Registration Number:**

The A-number or ARN contains seven, eight or nine numerical digits preceded by the letter A, e.g., A72 735 827. If the alien registration number has seven digits, enter two zeros before the alien registration number. If the alien registration number has eight digits, enter one zero before the alien registration number. If the alien registration number is nine digits, enter the number without a leading zero. Do not enter the letter A in any case. Enter the digits from left to right.

Note:

Each alien registration number is unique in that it pertains to one person or one document only; in many instances, the INS provides minors and infants in the United States with individual alien numbers.

Example:

A1234567 enter as 001234567
A12345678 enter as 012345678
A123456789 enter as 123456789

3q. **Continued on an additional sheet?**

Indicate whether additional household member information is included on an additional sheet of paper as an attachment to the Form. Use page 1a of 6 for this purpose.

Y = Yes

N = No

3r. **Total number in household:**

The total number of people in the household. Count all persons, include foster children/adults, live-in aides, and other unrelated individuals (who reside with the family as part of the household). Also include persons who are members of the household but temporarily absent from the home.

Note:

The total count of household members should equal the number of individuals listed separately in each line numbered 3a.

3s. **Family subsidy status under Noncitizen rule:**

Code that indicates the housing assistance eligibility for family members based on the Noncitizen rule. The Noncitizen rule allows HAs to provide financial



assistance to U.S. citizens, nationals, and non-U.S. citizens with eligible immigration status.

In most cases, if some, but not all, family members are eligible for assistance based on the rule, the HA must prorate the amount of assistance available to the household. For more information on the rule, refer to the *Housing Agencies Guidebook: Restrictions on Assistance to Noncitizens, July 1995*. Use the status codes that follow:

C = Qualified for continuation of full assistance
E = Eligible for full assistance
F = Eligible for full assistance pending verification of status
P = Prorated assistance
T = Temporary deferral of termination

(C) Qualified for continuation of full assistance -

This applies to a family composed of both eligible and ineligible members that was a tenant in a housing program on June 19, 1995.

Note:

The Head of Household or the spouse must be eligible for full assistance, and no one else in the household can be ineligible except the Head, spouse, children, and/or parents of the Head or spouse.

(E) Eligible for full assistance -

This applies when the entire family provides documentation of U.S. citizenship, U.S. national; or eligible immigrant status and the INS verified this status/documentation.

(F) Eligible for full assistance pending verification of status -

This applies when the family provides documentation of eligible immigrant status and the HA is waiting for INS verification or the family currently participates in the hearing process in reference to their ineligible noncitizen status.

Note:

This also applies if the PHA did not know the citizenship of any family member, as indicated by 'PV' in line 3i.



(P) Prorated assistance -

This applies if one or more family members do not provide acceptable documentation of their citizenship or eligible immigrant status. The HA gives an assistance amount based on the percentage of the family that *provided* acceptable documentation of citizenship or eligible immigrant status. The HA must establish at least one family member's acceptable degree of eligibility (through documentation) to make assistance available.

Note:

Does not apply to mixed families who are eligible for full continuation of assistance or those who choose temporary deferral of termination.

Note:

The HA must suspend financial assistance for at least 24 months to any family that knowingly permits an ineligible individual to reside on a permanent basis in the family's unit, unless any assistance proration calculations include the ineligible individual.

(T) Temporary deferral of termination -

This applies to families without any eligible members, or families subject to proration that do not accept the prorated subsidy. To receive this deferral, the family must have participated in a rental housing assistance program before June 19, 1995. Such families continue to receive full assistance for up to 3 years. If the family is granted a temporary deferral of termination after November 29, 1996, it is available for up to 18 months.

3t. **Effective Date if 3s = C or T:**

Date the family originally qualified for the continuation of full assistance (C), or date the HA granted a temporary deferral of termination (T).

3u. **If new head of household, former head of household's SSN:**

(Portability Move-in, Reexamination, Interim Reexamination actions, or Other Change of Unit only)

If the designated Head of Household changed due to discontinued occupancy or other cause such as death, marriage, or remarriage and there are family members who remain in the household, enter the *former* Head of Household's social security number.

Note:

If the former Head of Household does not possess a social security number, enter 999999999.



Section 4: Family Background at Admission

Note: A receiving HA for a portability move-in must obtain the information required in this section from the initial HA.

- 4a. **Date entered waiting list:** *(New Admission only)*
 Date the HA placed the family on the waiting list for the program under which they receive rental housing assistance. This date must not be *later* than the effective date of action indicated in line 2b.
- Note: If the family's application was inactive at some point, enter the date the HA used to determine the family's position on the waiting list.
- Note: If the HA admitted the family as a special admission (not on waiting list; 24 CFR 982.203) in a Section 8 tenant-based program, leave blank.
- 4b. **ZIP code before admission:** Indicate the 5-digit ZIP code where the family lived before admission to a rental assistance program. If the family was categorized as "homeless" prior to admission, enter the post office ZIP code for the area or location where the family usually slept immediately prior to admission. If known, enter the full 9-digit ZIP code (ZIP + 4).
- 4c. **Homeless at admission?:** Indicate whether or not the family was homeless at the time the HA admitted the family to a rental housing assistance program.
- Y = Yes N = No
- 4d. **Does family qualify for admission over the very low-income limit?:** Indicate whether or not the family qualified for program admission even though their income exceeds the very low-income limit (50% of the area's median income).
- Y = Yes N = No



A family qualifies for admission over the very low-income limit in any of the categories that follow:

- A low-income family that is “continuously assisted” under the 1937 Housing Act.
- A low-income family physically displaced by rental rehabilitation activity under 24 CFR part 511.
- A low-income non-purchasing family who resides in a HOPE 1 or HOPE 2 project.
- A low-income non-purchasing family who resides in a project subject to a homeownership program under 24 CFR 248.173.
- A low-income family displaced as a result of the prepayment of a mortgage or voluntary termination of a mortgage insurance contract under 24 CFR 248.165.
- *Section 8 Certificate program only:* A low-income family who resides in a HUD-owned multifamily rental housing project when HUD sells, forecloses, or demolishes the project.



Section 5: Unit to be occupied on Effective Date of Action

- 5a. **Unit address:** The complete address of the housing unit that the household occupies on the effective date of action (line 2b).
- Number and street - Street address of the unit
- Apt. - Apartment/unit number of the particular unit
- City - City in which the unit is physically located
- State - State in which the unit is physically located (use postal codes)
- ZIP code (+4) - 5-digit ZIP code in which the unit is physically located (if known, include the full 9-digit ZIP code: ZIP + 4)
- 5b. **Family's mailing address:(if different from unit address)** The complete address where the family receives mail, if other than the unit address indicated in line 5a.
- Number, street, or PO box - Street address or Post Office box number where the family receives mail
- Apt. - Apartment/unit number where the family receives mail
- City - City where the family receives mail
- State - State where the family receives mail (use postal codes)
- ZIP code (+ 4) - 5-digit ZIP code where the family receives mail (if known, include the full 9-digit ZIP code: ZIP + 4)
- 5c. **Number of bedrooms in unit:** Total number of bedrooms in the unit that the household will occupy on the effective date of action (line 2b).
- Note: If the unit is an efficiency or Single Room Occupancy (SRO), enter 0 (zero) here.



Note:

If *two or more families share* the unit (i.e., shared housing unit) under the Section 8 Rental Certificate or Rental Voucher programs, enter the number of bedrooms in the entire unit (not just the number of bedrooms in the family's private living space).

5d. **Is this one of the units that the HA has identified as an accessible unit?:**

(Public/Indian Housing only)

Indicate whether or not the HA designated the unit that the family occupies on the effective date of action (line 2b) as an accessible unit.

Y = Yes

N = No

5e. **Has the family requested accessibility features? (If no, skip to 5g):**

(Public/Indian Housing only)

Indicate whether or not the family requested disability amenities or accessibility features.

Y = Yes

N = No, (skip to 5g)

5f. **Has the family received the requested accessibility features?:**

(Public/Indian Housing only)

Indicate the status of the family's request for disability amenities and/or accessibility features (line 5e) on the effective date of action (line 2b).

a = Yes, fully (the HA fulfilled the request fully)

b = Yes, partially (the HA fulfilled the request partially)

c = No, not at all (the HA did not fulfill the request in any way)

d = Action pending (can be checked in combination with b or c) (the request is currently pending)

Example:

The household requested a unit with disability amenities but on the effective date of action, the household did not receive any amenities (c); however, the unit will receive an upgrade in the next month (d).

5g. **Date unit last passed inspection:**

(Section 8 only)

The last date the unit passed a formal Housing Quality Standards (HQS) inspection.

5h. **Date unit last inspected:**

(Section 8 only)

The last date an HA inspector performed an HQS inspection of the unit that the household occupies.



Section 6: Assets

Note: Do not include assets for live-in aides and/or foster children/adults.

Note: Use a separate line for each family member and asset source.

Note: Report each asset source on lines 6a through 6e. Enter line information for each family member from *left to right*.

6a. **Family Member Name / No.:** The name of each family member in the household, and their individual "Member No." as indicated in line(s) 3a that corresponds to the asset information reported.

Note: Family member's name is for the HA use only. Enter the name on the line(s) provided to the extent that it is recognizable for HA purposes.

6b. **Type of asset:** For each family member listed in column 6a, list any asset that has a dollar value and/or provides an income source to the person listed. Assets include, but are not limited to: checking account, savings account, stocks, bonds, other forms of capital investment, and real property (land owned or bequeathed).

Assets do not include:

- Interests in Indian trust land
- Equity accounts in HUD homeownership programs
- Necessary items of personal property, such as furniture and automobiles
- In cases where a trust fund was established and the trust is not revocable by, or under the control of, any member of the family or household



- 6c. **Calculation:** HAs may use this column to perform asset calculations. This information is not transmitted to HUD.
- 6d. **Cash value of asset:** The estimated value from a formal assessment, the actual or known dollar value (i.e., the amount of money in a checking account), or subtract the cost to sell the asset from the asset's worth (i.e., the asset value minus the cost to sell it).
- Note: To determine asset values, include the value of any business or family asset that an applicant or tenant disposes of for less than fair market value (include a disposition in trust, but not a foreclosure or bankruptcy sale) during the 2 years that *precede* the effective date of action (line 2b).
- 6e. **Anticipated Income:** The total income that the family member expects to receive from the assets listed in column 6d in the next 12-month period.
- 6f. & **Column Totals:** The total of the values listed in column 6d (Cash value of asset(s) for each listed family member) and 6g. (Anticipated Income).
- 6h. **Passbook Rate (written as decimal):** HUD determines the Passbook Rate of interest for the project locality based on the average interest rate received on a Passbook Savings Account at several banks in the local project area.
- Use this interest rate to determine the imputed income of an asset(s) that would not otherwise be readily determinable. It usually falls between 2% and 3%.
- Example: After analyzing several banks in the project locality, HUD determines that the average rate of interest on a local Passbook Savings Account is 3% (0.03). A family member who listed her farm as an asset would have the Passbook Rate applied to calculate the imputed (estimated) income that results over time from the use/sale of the farm.
- 6i. **Imputed Asset Income: 6f x 6h (If 6f is \$5,000 or less, put 0):** Impute the income from assets. Multiply the total cash value of the listed asset (line 6f) by the Passbook Rate of interest (line 6h). Use the imputed income on the *total* of all assets.



Note: If the total cash value of all assets is \$5,000 or less (line 6f), enter 0 (zero).

Example: A family lists its total assets as \$5,500. To calculate the imputed income from this asset multiply: \$5,500 by 0.03 (assume 3% as the HUD-determined local Passbook Interest rate). This results in an imputed asset income of **\$165**.

- 6j. **Final Asset Income: Larger of 6g or 6i:** The total amount of household income derived from assets. Indicate the larger amount of either the total anticipated income (column 6g) or imputed asset income (line 6i).



Section 7: Income

Note: If the family members do not have any income from sources other than assets and do not expect any other income in the next 12-month period, leave the income section of the Form blank (except for total annual income, line 7m, which is the total of the asset income).

Note: Exclude income for live-in aides and/or foster children/adults.

Note: Use a separate line for each family member and income source.

Note: Use the columns in section 7 to report each income source that contributes to the family's income. Enter line information for each family member from *left to right*.

Note: Do not double count asset income as another income type in this section.

Note: Do not consider income **exclusions** in the determination of eligibility for rental housing assistance. Consider income **deductions** in the determination of eligibility for rental housing assistance.

Note: The Code of Federal Regulations (CFR) lists the income items to exclude as "income" for the various Public, Indian, and Section 8 housing programs. Please see 24 CFR 5.609 (c) for further guidance.

7a. Family Member Name/No.: The name of each family member in the household, and their individual "Member No." as indicated in line(s) 3a that corresponds to the income information reported.

Note: Family member's name is for the HA use only. Enter the name on the line(s) provided to the extent that it is recognizable for HA purposes.

7b. Income code: A one or two letter code that represents the type of income for a family member.

(P) Pension - A periodic distribution paid for retirement benefits from pensions, annuities, retirement or profit-sharing plans, Individual Retirement Accounts (IRAs), Simplified Employee Pensions (SEPs), and life insurance and endowment policies.

Exclude lump-sum benefits payable as a death benefit and/or benefits provided by the Social Security Act.



(B) Own Business -

Net income from a professional or business operation. Family members may deduct an allowance for asset depreciation, based on straight line depreciation, as provided in Internal Revenue Service regulations.

Include any withdrawals of cash or assets from the professional or business operation in a family member's income, unless the withdrawal is a reimbursement for cash or assets invested in the operation by the family.

Exclude expenditures for business expansion or amortization of capital indebtedness as deductions in determining net income.

(SS) Social Security -

Benefits from the Social Security Administration: child's benefits; disabled workers' benefits; disabled widow(er)'s benefits; divorced wife's insurance benefits; a widow(er) entitled to mother's or father's insurance benefits; parent's, brother's, or sister's benefits; retirement insurance benefits; spouse's benefits; surviving divorced spouse's benefits; widow(er)'s benefits; or spouse's benefits.

Include comparable retirement, survivor, and disability benefits for railroad workers and their families provided under the Railroad Retirement Act.

Exclude deferred periodic amounts from Social Security benefits that the family member received in a lump sum amount or in prospective monthly amounts.

(M) Military Pay -

All regular pay, special pay, and allowances of a member of the Armed Forces (including the Coast Guard, National Guard, and Reserve units). Count the full amount of the Head of Household's or spouse's military pay, not just the amount sent home, *regardless of whether the Head of Household or spouse/co-head is on the lease*. However, this does not apply to other family members.

If other family members are away from home in the military, the HA may remove their name from the lease and exclude their income completely.



Include subsistence and uniform allowances, and other allowances.

Exclude the special pay of a family member who serves in the Armed Forces and is exposed to hostile fire, or other pay specifically excluded by law (e.g., Desert Storm active duty).

(S) SSI -

The Supplemental Security Income (SSI) program provides cash assistance to family members who have limited income and resources, and who are age 65 or older, blind, or disabled. Family members under 18 years of age can also receive SSI benefits if they suffer from an impairment of comparable severity to that which would preclude an adult from engaging in substantial gainful activity.

Include *state* supplements to SSI.

Exclude amounts received under an SSI Plan to Attain Self-Sufficiency (PASS).

Exclude deferred periodic amounts from SSI benefits that the family member received in a lump sum amount or in prospective monthly amounts.

(F) Federal Wage -

Compensation received from Federal Government employment, which include Federal Government agencies and instrumentalities.

Exclude Armed Forces compensation. Include Armed Forces compensation in Military Pay.

(T) TANF -

Temporary Aid to Needy Families (TANF), formerly known as Aid to Families with Dependent Children (AFDC), provides cash assistance to needy families with children who, due to parental death, absence, and, in some states, parental unemployment, have been deprived of support and care.

Note: Not all states refer to this income as TANF. A state may have a different name (other than TANF) for this type of income.

Note: Include any sanctioned TANF income as actual income. Keep documentation of the sanction in the tenant's file.



(HA) HA Wage -

Compensation earned through work performed for the Housing Agency.

Exclude amounts received under a resident service stipend. A resident service stipend is a modest amount not to exceed \$200 per month per resident that the resident receives for performing a service that enhances the development's quality of life.

(G) General Assistance -

Payments, other than SSI and TANF payments, made under a financial and/or medical assistance program(s) provided by a State, Tribe, or local government jurisdiction.

Note:

Include any sanctioned General Assistance payments as actual income. Keep documentation of the sanction in the tenant's file.

(W) Other Wage -

Wages and salary received from private or public sources (other than military pay and federal wages). Include overtime pay, commissions, fees, tips, bonuses, other compensation for personal services, and income in lieu of earnings such as workers' compensation, severance pay, and termination pay.

(C) Child Support -

Financial or medical assistance (other than SSI or TANF) that a parent provides voluntarily or by court order for upkeep and general well-being of his or her child(ren). The child(ren) may also receive regular contributions toward support from a public or private welfare agency.

(U) Unemployment Benefits -

Periodic payments in lieu of earnings such as unemployment compensation.

(I) Indian Trust/Per Capita -

The first \$2,000 of per capita shares received from judgment funds. Judgment funds are awarded by the Indian Claims Commission, the Court of Claims, or from funds held in trust for an Indian tribe by the Secretary of the Interior.

Exclude the interests of individual Indians in trust or restricted lands as a resource, or up to \$2,000 per year of income received by individual Indians from such interests.



- (N) Other Nonwage Sources - Any other income source not otherwise specified. This includes, but is not limited to:
- Periodic and determinable allowances such as alimony, worker's disability, or compensation payments payable under Federal and State law
 - Periodic or regular contributions or gifts from persons who do not reside in the unit
 - Barter income
- 7c. **Calculation:** HAs may use this column to perform income calculations. This information is not transmitted to HUD.
- 7d. **Dollars per year:** Annual income amount the family member earns from the income source(s) listed.
- 7e. **Adult Earned Income Excluded (if any):** *(Public/Indian Housing only)*
If applicable, exclude certain income from a family's total annual income. Exclude the income that follows:
1. Any family member's *earnings and benefits* that result from participation in a program that provides employment training and supportive services in accordance with the Family Support Act, or any *comparable Federal, State, Tribal or local law* during the *exclusion period*.
 - *Earnings and benefits* refer to incremental earnings and benefits that result from a qualifying employment training program and/or a subsequent job.
 - *Comparable Federal, State, Tribal, or local law* means a program that provides employment training and supportive services, and that is authorized by a Federal, State, Tribal, or local law; funded by a Federal, State, Tribal, or local government; operated or administered by a public agency; and the objective is to assist participants in acquiring employment skills.



- *Exclusion period* means the period during a family member's program participation, plus 18 months from the date the family member begins the first job they acquire after program completion. Public Housing assistance monies, which include Section 8, may not fund the family member's job. If an employer terminates the family member with good cause, the exclusion period shall end.

2. Optional earned income exclusions. If applicable, exclude certain income from a family's total annual (12 month period) income. A PHA or IHA may adopt additional exclusions from earned income pursuant to an established written policy. *For more information, please see 24 CFR 5.*

7f. **Income after Earned Income Exclusion (7d - 7e):**

The family's total annual income minus any exclusions. Deduct adult earned income excluded (line 7e) from dollars per year (line 7a).

7g. **Earnings Deductions (if any):**

(Public/Indian Housing only)
HAs have the option to decide if the family may take additional earned income deductions and what those deductions may be. *For more information please see 24 CFR 5.*

7h.,
7i., &
7j. **Column Totals:**

The total of the dollar amounts listed in column 7e (Adult Earned Income Excluded), column 7f (Income after Earned Income Exclusion), and column 7g (Earnings Deductions (optional earned income deductions)).

Note:

Enter the total of column 7e in line 7h.
Enter the total of column 7f in line 7i.
Enter the total of column 7g in line 7j.

7k. **Reserved:**

Reserved for future HUD use.

7m. **Total Annual Income: 6j + 7i:**

The total amount of income the family receives in a year. Add the final asset income (line 6j) and the total income after earned income exclusion (line 7i).



Section 8: Expected Income per year

- 8a. **Total annual income: Copy from 7m:** The total annual family income. Add the final asset income (line 6j) and the total income after earned income exclusion (line 7i).

If the Head of Household and spouse/co-head are under age 62, and there are no family members with a disability, skip to line 8k. Otherwise, enter all anticipated unreimbursable medical expenses for the entire family in lines 8c through 8j.

- 8b. **Reserved:** Reserved for future HUD use.

- 8c. **Medical/Disability Threshold: 8a x 0.03:** Amount of out of pocket medical and disability expenses that the family must pay before the HA can deduct an allowance for such expenses from their income. To derive the threshold, calculate 3% (0.03) of the family's total annual income (line 8a).

Example:

The total annual income in line 8a for a family is \$7,000, and the standard medical percentage is 3%. The medical threshold for the family is: $\$7,000 \times 0.03 = \210 .

- 8d. **Total Unreimbursed Disability Assistance expense (if no disability expenses, skip to 8g):** The family's out of pocket disability expense that another source does not reimburse.

Note:

If all family members indicated no disability in line 3j or if the family has no disability expenses, skip to line 8g.

- 8d(1). **Maximum Disability Allowance:** The amount the HA may potentially deduct for the family's disability expenses. Subtract the medical/disability threshold amount (line 8c) from the total unreimbursed disability assistance expense (line 8d).

Note:

If the calculation results in a positive number or zero, enter the amount.

Note:

If the calculation results in a negative number and the Head and spouse/co-head are under age 62 **and** the Head and spouse/co-head are not disabled, enter 0 (zero).



- Note: If the calculation results in a negative number and the Head or spouse/co-head is elderly (age 62 or over) **or** the Head or spouse/co-head is disabled, enter the amount of the total unreimbursed disability assistance expense (line 8d).
- 8e. **Earnings in 7d made possible by disability assistance expense:** Of a family's dollars per year listed in line 7d, determine the earned amount made possible by the out of pocket disability expense the family incurs.
- Note: This amount may not exceed the amount indicated in line 7i (sum of all income earned after earned income excluded).
- Example: The Head of Household spends \$1,000 to overhaul his van to accommodate his wheelchair. The van allows the Head of Household to travel to his job, where he earns \$10,000. The unreimbursed disability assistance expense makes possible the \$10,000 of earnings.
- 8f. **Allowable disability assistance expense: lower of 8d(1) or 8e:** The total disability assistance expense amount the family may deduct. Indicate the lower of either the family's maximum disability allowance (line 8d(1)) or earnings made possible by the disability assistance expense (line 8e).
- Note: If the total unreimbursed disability assistance expense (line 8d) is less than the medical/disability threshold (line 8c) **and** the Head or spouse/co-head is elderly (age 62 or over) or the Head or spouse/co-head is disabled, copy the amount from the maximum disability allowance (line 8d(1)).
- 8g. **Total out of pocket Medical Expense (if head/spouse/co-head under 62 and head/spouse/co-head not disabled, put 0):** The total amount of the family's medical expenses that another source does not reimburse (e.g., copayments for medical insurance).
- Note: If the Head and spouse/co-head are under age 62 and the Head and spouse/co-head are not disabled, enter 0 (zero).



- 8h. **Total disability assistance and medical expenses: 8f + 8g (if no disability expenses, copy from 8g):** The amount of the family's total disability assistance and medical expenses. Add the family's allowable disability assistance (line 8f) and total out of pocket medical expenses (line 8g).
- Note: If the family has no disability assistance expenses, enter the amount of the total out of pocket medical expense (line 8g).
- 8i. **Medical/Disability assistance allowance:** The amount of the family's allowance for medical expenses and disability assistance expenses.
- Note: If the family has no disability expenses **or** if the family has disability expenses but the total unreimbursed disability assistance expense (line 8d) is less than the amount of the medical/disability threshold (line 8c), subtract the medical/disability threshold (line 8c) from the total disability assistance/medical expense (line 8h).
- If the calculation results in a negative number, enter 0 (zero).
- Note: If the family has disability expenses **and** the total unreimbursed disability assistance expense (line 8d) is greater than or equal to the amount of the medical/disability threshold (line 8c), enter the amount of the total disability assistance/medical expenses (line 8h).
- 8j. **Elderly/disability allowance (default = \$400):** The family's standard allowance amount if the Head of Household and/or spouse/co-head is elderly (age 62 or over), and/or disabled. The current allowance is \$400.
- Note: If both the Head of Household and spouse/co-head are elderly and/or disabled, the allowance is \$400, not \$800.
- 8k. **Number of dependents:** The total number of dependents who live in the household and are *under* 18 years of age, or have a disability, or are full-time students of any age. Include dependents who are temporarily absent from the home but listed on the lease (i.e., family members). Include all members of the household with relation code Y, E, or A (if disabled) in this count.



		Exclude the Head of Household, spouse/co-head, foster children/adults, live-in aides, and other adults who are not disabled.
8m.	<u>Allowance per dependent (default to \$480):</u>	Standard allowance amount for each dependent in the household.
8n.	<u>Dependent allowance: 8k x 8m:</u>	The amount of the family's dependent allowance. Multiply the number of dependents (line 8k) in the household by the standard allowance per dependent amount (line 8m).
8p.	<u>Yearly child care cost that is not reimbursed:</u>	The household's total out of pocket child care expense that another source does not reimburse. This is the estimated amount a family expects to pay for child care during the annual income period. Only include child care expense for children under the age of 13. Only consider this cost when such care is necessary for a family member to be gainfully employed or to further his or her education. The amount deducted may not exceed the amount of income that the employment generates. The amount deducted must also not exceed <i>reasonable</i> child care charges.
8q.	<u>Travel cost to work/school:</u>	<i>(Indian Housing only)</i> The total amount of education or employment travel-related expense, which may <u>not</u> exceed \$1,300 per year (i.e., \$25 per week).
8r.	<u>Optional earned income deduction: Copy from 7j:</u>	<i>(Public/Indian Housing only)</i> HAs have the option to decide if the family may take additional earned income deductions and what these deductions may be. <i>For more information please see 24 CFR 5.</i>
8s.	<u>Reserved:</u>	Reserved for future HUD use.
8t.	<u>Reserved:</u>	Reserved for future HUD use.
8u.	<u>Total Allowances: 8i + 8j + 8n + 8p + 8q + 8r:</u>	The total amount of all of the family's allowances.
8v.	<u>Adjusted annual income: 8a minus 8u (if 8u is larger, put 0):</u>	The family's adjusted annual income. Subtract total allowances (line 8u) from total annual income (line 8a).



Note:

If total allowances (line 8u) are larger than or equal to total annual income (line 8a), enter 0 (zero).



Section 9: TTP

- 9a. **Total monthly income: $8a \div 12$:** The total dollar income amount the family receives on a monthly basis as part of the total annual income in line 8a. Divide total annual income (line 8a) by 12.
- Example: If the annual income in line 8a is \$12,000, the calculation reads: $\$12,000 \div 12 = \textbf{\$1000}$.
- 9b. **Reserved:** Reserved for future HUD use.
- 9c. **TTP if based on annual income: $9a \times 0.10$:** The total rent amount that the HA may require the tenant to pay based on 10% of the family's total monthly income. Multiply total monthly income (line 9a) by 0.10.
- Example: If the family has a total monthly income of \$750 as indicated in line 9a, the calculation reads: $\$750 \times 0.10 = \textbf{\$75}$.
- 9d. **Adjusted monthly income: $8v \div 12$:** The total dollar income amount the family receives on a monthly basis as part of the total adjusted income. Divide adjusted annual income (line 8v) by 12.
- 9e. **Reserved:** Reserved for future HUD use.
- 9f. **TTP if based on adjusted annual income: $9d \times 0.30$:** The total rent amount that the HA may require the tenant to pay based on 30% of the family's monthly adjusted income. Multiply the total adjusted monthly income (line 9d) by 0.30.
- Example: If the family has an adjusted monthly income of \$673, as indicated in line 9d, the calculation reads: $\$673 \times 0.30 = \textbf{\$202}$.
- 9g. **Welfare Rent per month, if none put 0:** If the family receives welfare assistance, include the amount the welfare assistance agency specifically designates for shelter and utilities. The welfare assistance agency may adjust this amount in accordance with the actual cost of shelter and utilities.



- Note: If the family does not receive welfare rent, enter 0 (zero).
- 9h. **Minimum TTP, put 0 if waived:** The HA established minimum total tenant payment (TTP) amount per month. The HA may require the tenant to pay this minimum rent amount up to \$50.
- Note: If the HA waived this payment, enter 0 (zero).
- For a Preservation Certificate or Voucher: Enter the higher of the HA-established minimum rent or the monthly rent that the family was paying at the eligible preservation project on the date of prepayment or voluntary termination.
- For Hardship cases: Enter zero. If the HA does not grant the family hardship after 90 days, submit an interim reexamination with the new minimum TTP.
- 9i. **Reserved:** Reserved for future HUD use.
- 9j. **TTP, highest of lines 9c, 9f, 9g, 9h; If OFTO, highest of lines 9c, 9f, 9h:** The total tenant payment (TTP) per month the HA may require the family to pay. Indicate the total tenant payment (TTP) based on the **highest TTP** amount listed in the lines noted: TTP if based on annual income (line 9c), TTP if based on adjusted annual income (line 9f), welfare rent (line 9g), or the minimum tenant payment (line 9h).
- If Over-FMR Tenancy Option (OFTO) -** The total tenant payment (TTP) per month the HA may require the family to pay. Indicate the total tenant payment (TTP) based on the highest TTP amount listed in the lines noted: TTP if based on annual income (line 9c), TTP if based on adjusted annual income (line 9f), or welfare rent (line 9g).
- Note: The family may not receive assistance under the OFTO program if the effective date (line 2b) is on or after October 1, 1999.
- 9k. **Most recent TTP:** The most recent total tenant payment (TTP) amount that an HA required the family to pay. This amount is only available if the family previously lived in subsidized housing.



Section 10: Public Housing, Indian Rental, and Turnkey III

Note: Complete if program code (line 1d) is P for Public Housing or B for Indian Rental.

10a. **TTP: Copy from 9j:** The total tenant payment (TTP) per month the HA may require the family to pay the unit owner, as indicated in line 9j.

Rent Calculation (If prorated assistance (line 3s), skip to 10h): Complete if family receives full rental subsidy.

10b. **Ceiling rent, if any:** The highest rent amount the HA will require a family to pay for a particular unit size. The HA determines the ceiling rent, which is similar to the FMR used in the Section 8 Certificate program.

If no ceiling rent, enter 0 (zero).

10c. **Lower rent: lower of 10a or 10b; If no ceiling rent, put 10a:** The amount of the lower rent. Indicate the lesser amount of either the TTP (line 10a) or ceiling rent (line 10b).

Note: If ceiling rent is 0 (zero) or there is no ceiling rent, enter the TTP indicated in line 10a.

10d. **Utility allowance, if any:** If the rental payment does not include all utilities, indicate the monthly allowance amount for tenant supplied utilities that applies to the family occupied unit.

Note: If there is no utility allowance, enter 0 (zero).

10e. **Tenant rent: 10c minus 10d:** The rent amount the family pays to the owner after deducting the utility allowance (line 10d) from the lower rent (line 10c); or the total credit amount the family receives to pay utilities.

If the utility allowance (line 10d) subtracted from the lower rent (line 10c) results in a positive number or 0 (zero), this line reflects the tenant's rent to the owner.



If the result is a negative number, this line reflects a credit to the tenant, commonly referred to as utility reimbursement.

Example:

The utility allowance amount in line 10d is \$100 per month, and the lower rent in line 10c is \$450. The calculation reads: $\$450 - \$100 = \$350$. The tenant pays \$350 to the owner.

Example:

The utility allowance in line 10d is \$100, and the lower rent in line 10c is \$75. The calculation reads: $\$75 - \$100 = -\$25$. The tenant receives a \$25 credit (i.e., utility reimbursement).

10f. **Reserved:**

Reserved for future HUD use.

10g. **Reserved:**

Reserved for future HUD use.

Prorated Rent Calculation: Complete if the family receives a prorated rental subsidy (i.e., one or more family members indicated ineligible noncitizen in line(s) 3i).

10h. **Public Indian Housing maximum rent:**

Maximum rent. To calculate the maximum rent, list the TTPs paid by all tenants in this unit's size in the HA's jurisdiction from largest to smallest, and then take the TTP that falls at the 95th percentile.

Do not take the average of all TTPs and then compute 95 percent of that average. For more information on maximum rent, refer to *Appendix H of the Housing Agencies (HAs) Guidebook: Restrictions on Assistance to Noncitizens, 7465.7* dated July 1995.

Example:

If you have 100 TTPs and list them from highest to lowest, the **95th highest rent** is the maximum rent, regardless of the TTP amount.

10i. **Family maximum subsidy: 10h minus 10a:**

Maximum amount of rent subsidy available to the family. Subtract TTP (line 10a) from Public Indian Housing maximum rent (line 10h).



- 10j. **Total number eligible:** Total number of family members eligible for rent subsidy based on their citizen status. Family members do not include live-in aides or foster children/adults. Eligible family members have citizenship codes in line 3i of:
- EC = Eligible citizen
EN = Eligible noncitizen
PV = Pending verification
- 10k. **Total number in family:** Total number of family members in the household. Exclude live-in aides or foster children/adults. Include ineligible noncitizen family members as part of the total family number.
- 10m. **Reserved:** Reserved for future HUD use.
- 10n. **Eligible subsidy:**
(10i ÷ 10k) X 10j: The total amount of rent subsidy for which the family is eligible. Divide the family maximum subsidy (line 10i) by the total number in family (line 10k). Multiply the result by the total number eligible (line 10j).
- Example: The family maximum subsidy (line 10i) is \$500 and the family consists of 4 members (line 10k) of which 3 members are eligible for rent subsidy (line 10j). The calculation reads $(\$500 \div 4 = 125) \times 3 = \textbf{\$375}$. The family's eligible subsidy is \$375.
- 10p. **Mixed family TTP: 10h minus 10n:** Indicate the mixed family total tenant payment for the unit based on the proration calculation. Subtract the eligible subsidy (line 10n) from the Public/Indian Housing maximum rent (line 10h).
- 10q. **Reserved:** Reserved for future HUD use.
- 10r. **Utility allowance, if any:** If the rental payment does not include all utilities, indicate the monthly allowance amount for tenant



supplied utilities that applies to the family occupied unit.

Note:

If there is no utility allowance, enter 0 (zero).

10s. **Mixed family tenant rent:**
10p minus 10r:

The rent amount the family pays to the owner after deducting the utility allowance (line 10r) from the mixed family total tenant payment (line 10p); or the total credit amount the family receives to pay for utilities.

If the utility allowance (line 10r) subtracted from the mixed family total tenant payment (line 10p) results in a positive number or 0 (zero), this line reflects the tenant's rent to the owner.

If the result is a negative number, this line reflects the credit to the tenant, commonly referred to as utility reimbursement.

Example:

The utility allowance amount in line 10r is \$100 per month, and the mixed family total tenant payment in line 10p is \$450. The calculation reads: $\$450 - \$100 = \textbf{\$350}$. The tenant pays \$350 to the owner.

Example:

The utility allowance in line 10r is \$100, and the lower rent in line 10p is \$75. The calculation reads: $\$75 - \$100 = \textbf{-\$25}$. The tenant receives a \$25 credit (i.e., utility reimbursement).

10t. **Reserved:**

Reserved for future HUD use.

10u. **Reserved:**

Reserved for future HUD use.



Section 11: Section 8: Pre-merger Certificates only (except owner-occupied manufactured home on rented space/pad)

Note: Complete if program code (line 1d) is CE for Certificates or MC for Mod Rehab converted to Certificates.

11a. **Number of bedrooms on certificate:**

The unit size (number of bedrooms) listed on the rental certificate.

Note:

Enter 0 (zero) for an efficiency or Single Room Occupancy (SRO) unit and for assistance under the project-based certificate program.

11b. **Is family now moving to this unit?:**

Indicate whether or not the family moved or will move into the unit (e.g., if the family leases in-place or if the family will remain in the same unit at the time of re-examination, enter N).

Y = Yes

N = No

Note:

Enter No if the effective date (line 2b) is on or after October 1, 1999. If the family moves to a new unit and the effective date is on or after October 1, 1999, the family should receive a Section 8 Voucher.

11c. **Does the family qualify as a Hard to House family?:**

A family qualifies as Hard to House if there are three or more minors and the family is moving to a different unit.

Y = Yes (the family has three or more minors and is moving)

N = No (the family does not have three or more minors and is not moving)

Note:

A family with three or more minors that is not moving to a different unit does not qualify as a Hard to House family.

11d. **Portability? (if no, skip to 11g):**

Indicate whether or not the household moved or will move into the HA's jurisdiction under portability move-in, as reported in line 2a. Portability move-in occurs when one HA issued the family a certificate and the family moves into another HA's jurisdiction.

If portability move-in occurs, indicate Y (Yes) regardless of whether the receiving HA bills the initial HA or absorbs the family into its own program.

Y = Yes

N = No



- 11e. **Cost billed per month (put 0 if absorbed):** If the family moves into the receiving HA's jurisdiction under portability move-in, and the receiving HA elects to bill the initial HA, indicate the monthly amount billed to the initial HA for the family's HAP amount, 80% of the on-going administrative fee, and for any utility reimbursement to the family.
- Note: If the receiving HA absorbs the family, enter 0 (zero)
- 11f. **HA Number billed (include 2 letter State code and 3 digit HA number):** Indicate the initial HA's 2-letter state code and 3-digit identification number assigned by HUD. The initial HA is the HA that originally issued the certificate. The receiving HA must obtain this number. For help obtaining the initial HA's identification number, contact the appropriate HUD Field Office or the MTCS Hotline at 1-800-FON-MTCS.
- Note: Leave blank if the receiving HA absorbs the family.
- 11g. **Check all housing types that apply:** Indicate which housing type(s) apply.
- Over-FMR Tenancy Option (OFTO) - The HA approved an initial gross rent amount *above* the Fair Market Rent (FMR) or HUD approved exception rent limit.
- Note: The family may not receive assistance under the OFTO program if the effective date (line 2b) is on or after October 1, 1999.
- Project-based certificate program unit - A unit subsidized under the Project-based certificate program, where the HA has an agreement with the project owner to subsidize the owner's project.
- Mod Rehab funding used for certificates - A unit terminated from a Moderate Rehabilitation HAP contract and converted to a rental certificate which uses funds under the Mod Rehab ACC. This may occur when the moderate rehabilitation unit owner failed to maintain units to meet Housing Quality Standards (HQS) or failed to lease units to income eligible families.
- IGR: has continual supportive services (prorate gross rent) - An independent group residence where 2 to 12 elderly or disabled individuals incapable of living completely independently reside and receive a planned program of continual supportive services.
- SRO: 1 room occupied by 1 person - A single room unit, usually without food preparation or sanitary facilities, occupied by only 1 person.



- 11h. **Owner name:** The Section 8 unit owner's legal name.
- 11i. **Owner TIN/SSN:** The legal unit owner's tax identification number (TIN) or social security number (SSN).
- 11j. **FMR or exception rent (only for new admission, move, OFTO, or Preservation Certificate):** Indicate the FMR (Fair Market Rent) or the approved exception rent that applies to the unit size and locality. HAs may grant exception rents up to 20% above FMR for persons with disabilities. HUD can grant exception rents up to 20% above FMR for a designated part of an FMR area.
- If the family leases a unit with more bedrooms than listed on the rental certificate, indicate the FMR or exception rent for a unit with the bedroom number listed on the rental certificate. If a family leases a unit with fewer bedrooms than listed on the rental certificate, use the FMR or exception rent for the actual smaller unit size occupied by the family.
- Note: Leave blank if the effective date (line 2b) is on or after October 1, 1999.
- Note: The FMR or exception rent only applies if the family is a new admission (line 2a), if the family is now moving to the unit (line 11b), if the family resides in OFTO housing (line 11g), or if the family resides in an eligible Preservation project (line 2f).
- Preservation Certificate -** For a family that stays at the eligible preservation project and who does not qualify for a smaller family unit size based on the HA's subsidy standards, enter the unit's gross rent at the time of the family's admission to the certificate program. Do not enter the FMR.
- If the family qualifies for a smaller family unit size than the unit it occupies at the preservation project, and if the family did not locate an eligible unit elsewhere during the certificate term despite a good faith effort, enter the gross rent of the oversized unit at the time of the family's admission to the certificate program.
- Note: The HAP contract automatically terminates after one year and then the family must follow normal program rules.
- Shared housing -** If the family shares the unit with another family, enter the lower of the FMR or exception rent limit for the family unit size or the family's prorated portion of



		the FMR or exception rent for the shared housing unit size. To derive the family's prorated portion, divide the number of bedrooms in the family's private space by the total number of bedrooms in the shared housing unit.
	<u>Independent Group Residence (IGR) -</u>	If an elderly person or a person with disabilities resides in an IGR, enter the lower of the FMR or exception rent limit for the family unit size or the family's prorated portion of the FMR or exception rent for the IGR size. To derive the family's prorated portion, divide the number of persons in the assisted household (usually one, unless there is a live-in aide) by the total number of occupants (assisted and unassisted) who reside in the IGR.
11k.	<u>Contract rent to owner (if unit has other subsidy, put subsidized rent):</u>	The total monthly rent amount paid to the unit owner under the lease. If the unit has another subsidy (e.g., Section 236, Section 221 (d) (3) BMIR (below market interest rate), Section 202, Rural Development Administration Section 515), enter the current subsidized rent approved by the agency that provides the other subsidy.
11m.	<u>Utility allowance, if any:</u>	If the rental payment does <u>not</u> include all utilities, indicate the monthly allowance amount for tenant supplied utilities that applies to the family occupied unit.
	Note:	If there is no utility allowance, enter 0 (zero).
	<u>For shared housing -</u>	If the family shares the unit with another family, enter only the family's prorated portion of the unit's utility allowance. To derive the family's prorated portion, divide the number of bedrooms in the family's private space by the total number of bedrooms in the shared housing unit.
	<u>For a Independent Group Residence (IGR) -</u>	If an elderly person or a person with disabilities resides in an IGR, enter only the family's prorated portion of the unit's utility allowance. To derive the family's prorated portion, divide the number of persons in the assisted household (typically one, unless there is a live-in aide) by the total number of occupants (assisted and unassisted) who reside in the IGR.



- 11n. **Gross rent of unit: 11k + 11m:** The unit's total monthly rent amount. Add the contract rent to owner (line 11k) and the utility allowance (line 11m).
- 11p. **Reserved:** Reserved for future HUD use.
- 11q. **TTP: Copy from 9j:** The total tenant payment (TTP) per month the HA may require the family to pay, as indicated in line 9j.

Note: If OFTO and regular rent, fill 11r. If OFTO and prorated rent, fill 11ae through 11ai.

Rent Calculation (If prorated assistance (line 3s), skip to 11aa): Complete if family receives full subsidy.

- 11r. **Total HAP: 11n minus 11q. If 11q is larger, put 0. If OFTO, see Instruction Booklet:** The amount of the total housing assistance payment amount. Deduct the total tenant payment (line 11q) from the maximum subsidy (line 11p).
- If OFTO -** Indicate the total amount of OFTO subsidy potentially available to the family. See *Appendix II* for the OFTO formula to calculate the OFTO subsidy amount.
- 11s. **Tenant rent: 11k minus 11r:** The rent amount the family pays to the owner after deducting the total housing assistance payment (line 11r) from the contract rent to owner (line 11k); or the total credit amount the family receives to pay for utilities.
- If the total HAP (line 11r) subtracted from the contract rent (line 11k) results in a positive number or 0 (zero), this line reflects the tenant's rent to the owner.
- If the result is a negative number, this line reflects the credit to the tenant, commonly referred to as utility reimbursement.

Note:

If OFTO, leave blank.

Example:

The total HAP amount in line 11r is \$100 per month, and the contract rent to owner in line 11k is \$450. The calculation reads: \$450 - \$100 = **\$350**. The tenant pays \$350 to the owner.



Example

The total HAP in line 11r is \$125, and the contract rent to owner in line 11k is \$75. The calculation reads: $\$75 - \$125 = -\$50$. The tenant receives a \$50 credit (i.e., utility reimbursement).

11t. **HAP to owner: lower of 11k or 11r:**

The amount of the housing assistance payment to the unit owner. Indicate the lower of the contract rent to owner (line 11k) or the total HAP (line 11r).

Note:

If OFTO, leave blank.

Prorated Rent Calculation: Complete if family receives prorated rent subsidy (i.e., one or more family members indicated ineligible noncitizen in line(s) 3i).

Reserved for future HUD use.

11aa. **Normal total HAP: 11n minus 11q. Skip to 11ae:**

The amount of the normal total housing assistance payment. Subtract the total tenant payment (line 11q) from the gross rent (line 11n).

Note:

If OFTO, leave blank.

Reserved for future HUD use.

11ab. **Reserved:**

Reserved for future HUD use.

11ac. **Reserved:**

Reserved for future HUD use.

11ad. **Reserved:**

Reserved for future HUD use.

11ae. **Total number eligible:**

Total number of family members eligible for rent subsidy based on their citizen status. Family members do not include live-in aides or foster children/adults. Eligible family members have citizenship codes in line 3i of:

EC = Eligible citizen

EN = Eligible noncitizen

PV = Pending verification

11af. **Total number in family:**

Total number of family members in household. Exclude live-in aides or foster children/adults. Include ineligible noncitizen family members as part of the total family number.

11ag. **Proration percentage: 11ae ÷ 11af:**

The percent of the family that is eligible for rent subsidy. Divide the total number eligible (line 11ae) by the total number in family (line 11af). A family



with *ineligible* family members is only eligible for a percent of the rent subsidy. Use the proration percentage to determine the family's total prorated rent subsidy.

Example:

There are 4 family members eligible for housing assistance (line 11ae), and 5 total family members (line 11af; 1 is ineligible for rent subsidy). The calculation reads: $4 \div 5 = 0.8$ (or **80%**).

11ah. **Prorated total HAP: If Regular tenancy: 11aa x 11ag. If OFTO, see Instruction Booklet:**

The prorated housing assistance payment. Multiply the normal total HAP (line 11aa) by the proration percentage calculated in line 11ag.

If OFTO -

Indicate the total amount of the prorated housing assistance payment. See *Appendix II* for the OFTO formula to calculate the prorated housing assistance payment.

11ai. **Mixed family TTP: 11n (gross rent) minus 11ah:**

Indicate the mixed family total tenant payment based on the proration calculation. Subtract the prorated total housing assistance payment (line 11ah) from the gross rent (line 11n).

Note:

If OFTO, indicate the mixed family TTP based on the proration calculation. Subtract the prorated total housing assistance payment (line 11ah) from the gross rent (line 11n).

Example:

If the gross rent (line 11n) is \$450, and the prorated total HAP (line 11ah) is \$200, the mixed family TTP is $\$450 - \$200 = \textbf{\$250}$. This is the amount the HA may require the mixed family to pay.

11aj. **Utility allowance: Copy from 11m:**

If the rental payment does not include all utilities, indicate the monthly allowance amount for tenant supplied utilities that applies to the family occupied unit.

Note:

If there is no utility allowance, enter 0 (zero).

Note:

If OFTO, leave blank.

For shared housing:

If the family shares the unit with another family, enter only the family's prorated portion of the unit's utility allowance. To derive the family's prorated



portion, divide the number of bedrooms in the family's private space by the total number of bedrooms in the shared housing unit.

11ak. **Mixed family Tenant Rent:**
11ai minus 11aj:

The rent amount the family pays to the owner after deducting the utility allowance (line 11aj) from the mixed family total tenant payment (line 11ai); or the total credit amount the family receives to pay for utilities.

If the utility allowance (line 11aj) subtracted from the mixed family total tenant payment (line 11ai) results in a positive number or 0 (zero), this line reflects the tenant's rent to the owner.

If the result is a negative number, this line reflects the credit to the tenant, commonly referred to as utility reimbursement.

Note:

If OFTO, leave blank.

Example:

The utility allowance amount in line 11aj is \$100 per month, and the mixed family TTP in line 11ai is \$450. The calculation reads: $\$450 - \$100 = \$350$. The tenant pays \$350 to the owner.

Example:

The utility allowance in line 11aj is \$100, and the mixed family TTP in line 11ai is \$75. The calculation reads: $\$75 - \$100 = -\$25$. The tenant receives a \$25 credit (i.e., utility reimbursement).

11am. **Reserved:**

Reserved for future HUD use.

11an. **Prorated HAP to owner: 11k**
minus 11ak (If 11ak is
negative, put 11k.):

The total prorated amount of the housing assistance payment to the unit owner. Subtract the mixed family tenant rent (line 11ak) from the contract rent to owner (line 11k).

If the mixed family tenant rent in line 11ak is negative, enter the contract rent to owner (line 11k).

Note:

If OFTO, leave blank.



Section 12: Section 8: Vouchers

Note: Complete if program code (line 1d) is VO for Vouchers.

Note: HUD eliminated the Voucher shopping incentive for new Voucher admissions effective December 20, 1998. For more information, please see the instructions for 12j. and Notice PIH 98-64 regarding statutory changes as a result of HUD's FY 1999 Appropriations Act.

12a. **Number of bedrooms on voucher:** The unit size (number of bedrooms) listed on the rental voucher.

Enter 0 (zero) for an efficiency or Single Room Occupancy (SRO) unit.

12b. **Is family now moving to this unit?:** Indicate whether or not the family moved or will move into the unit (e.g., if the family leases in-place or if the family is remaining in the same unit at the time of re-examination, enter N).

Y = Yes

N = No

12c. **Does the family qualify as a Hard to House family? (Must be N if 12aj is MHS):** A family qualifies as Hard to House if there are three or more minors and the family is moving to a different unit.

Y = Yes (family has three or more minors and is moving to a different unit)

N = No (family does not have three or more minors and is not moving)

Note: A family with three or more minors that is not moving to a different unit does not qualify as a Hard to House family.

Note: If the family is a manufactured homeowner leasing the space, the family cannot qualify as a Hard to House family.

12d. **Portability? (If no, skip to 12g):** Indicate whether or not the household moved or will move into the HA's jurisdiction under portability move-in as reported in line 2a. Portability move-in occurs when one HA issued the family a voucher and the family moves into another HA's jurisdiction.



If portability move-in occurs, indicate Y (Yes) regardless of whether the receiving HA bills the initial HA or absorbs the family into its own program.

Y = Yes

N = No

12e. **Cost billed per month (put 0 if absorbed):**

If the family moves into the receiving HA's jurisdiction under portability move-in, and the receiving HA



elects to bill the initial HA, indicate the monthly amount billed to the initial HA for the family's HAP amount, 80% of the on-going administrative fees, and for any utility reimbursement to the family.

12f. **HA No. billed (include 2 letter State code and 3 digit HA number):**

Indicate the initial HA's 2-letter state code and 3-digit identification number assigned by HUD. The initial HA is the HA that originally issued the voucher. The receiving HA must obtain this number. For help obtaining the initial HA's identification number, contact the appropriate HUD Field Office or the MTCS Hotline at 1-800-FON-MTCS.

Note:

Leave blank if the receiving HA absorbs the family.

12g. **Check all housing types that apply:**

Indicate which housing type(s) apply.

(SRO) 1 room occupied by 1 person -

A single room unit, usually without food preparation or sanitary facilities, occupied by only 1 person.

(IGR) has continual supportive services (prorate gross rent) -

An independent group residence where 2 to 12 elderly or disabled individuals incapable of living completely independently reside and receive a planned program of continual supportive services.

12h. **Owner name:**

The Section 8 unit owner's legal name.

12i. **Owner TIN/SSN:**

The legal unit owner's tax identification number (TIN) or social security number (SSN).

12j. **Voucher payment standard (for new leases, enter lower of payment standard or gross rent.):**

Enter the lower of the payment standard for the unit size as indicated on the family's voucher or the payment standard for the unit size that the family actually rents.

For new leases:

Enter the lower of payment standard or gross rent (line 12q).



For a preservation voucher:

For a family who stays at the eligible preservation project and who does not qualify for a smaller family unit size based on the HA's subsidy standards, enter the unit's gross rent at the time of the family's admission to the voucher program. Do not enter the payment standard.

If the family qualifies for a smaller family unit size than the unit it occupies at the preservation project, and if the family did not locate an eligible unit elsewhere during the certificate term despite a good



If the family qualifies for a smaller family unit size than the unit it occupies at the preservation project, and if the family did not locate an eligible unit elsewhere during the certificate term despite a good



faith effort, enter the gross rent of the oversized unit at the time of the family's admission to the voucher program.

Note:

The HAP contract automatically terminates after one year and then the family must follow normal program rules.

For shared housing:

If the family shares the unit with another family, enter the lower of the payment standard for the family unit size or the family's prorated portion of the payment standard for the shared housing unit size. To derive the family's prorated portion, divide the number of bedrooms in the family's private space by the total number of bedrooms in the shared housing unit.

For a Independent Group Residence (IGR):

If an elderly person or a person with disabilities resides in an IGR, enter the lower of the payment standard for the family unit size or the family's prorated portion of the payment standard for the IGR size. To derive the family's prorated portion, divide the number of persons in the assisted household (usually one, unless there is a live-in aide) by the total number of occupants (assisted and unassisted) who reside in the IGR.

12k. **TTP (copy from 9j):**

Total tenant payment per month, as noted in line 9j.

12m. **Maximum subsidy: 12j minus 12k (if 12k is larger, put 0):**

The maximum amount potentially available to the family for rental assistance under the voucher program. Subtract the TTP (line 12k) from the voucher payment standard (line 12j).

Note:

If the TTP if based on adjusted income is larger (line 12k), enter 0 (zero).

12n. **Utility allowance, if any:**

If the rental payment does not include all utilities, indicate the monthly allowance amount for tenant supplied utilities that applies to the family occupied unit.

Note:

If there is no utility allowance, enter 0 (zero).



For shared housing: If the family shares the unit with another family, enter only the family's prorated portion of the unit's utility allowance. To derive the family's prorated portion, divide the number of bedrooms in the family's private space by the total number of bedrooms in the shared housing unit.

For a Independent Group Residence (IGR): If an elderly person or a person with disabilities resides in an IGR, enter only the family's prorated portion of the unit's utility allowance. To derive the family's prorated portion, divide the number of persons in the assisted household (typically one, unless there is a live-in aide) by the total number of occupants (assisted and unassisted) who reside in the IGR.

12p. **Rent to owner:** Total monthly rent payable to the unit owner under the lease for the contract unit.

12q. **Gross rent of unit: 12n + 12p:** The unit's total monthly rent amount paid by both the family and the HA on behalf of the family. Add the utility allowance (line 12n) to the rent to owner (line 12p).

12r. **Gross rent less maximum subsidy: 12q minus 12m:** Monthly rent amount owed to the unit owner. Deduct the maximum subsidy (line 12m) potentially available to the family from the gross rent (line 12q).

12s. **Reserved:** Reserved for future HUD use.

Rent Calculation (If prorated assistance (line 3s), skip to 12ab.): Complete if family receives full subsidy.

12t. **Total family contribution (copy from 12r):** Total amount the family contributes toward rent and utilities (copy from 12r).

12u. **Gross rent less contribution: 12q minus 12t:** Monthly amount potentially owed to the unit owner by the HA. Deduct the total family contribution (line 12t) from the gross rent (line 12q).

12v. **Total voucher subsidy: lower of 12m or 12u:** Total amount of the HA voucher subsidy on behalf of the family. Indicate the lower of either the maximum subsidy (line 12m) or the gross rent less contribution (line 12u).



- 12w. **HAP to owner: lower of 12p or 12v:** The amount of the housing assistance payment to the unit owner. Indicate the lower of the rent to owner (line 12p) or the total voucher subsidy (line 12v).
- 12x. **Family rent to owner: 12p minus 12w:** The monthly rent due to the unit owner by the family. Deduct the HAP to owner (line 12w) from the rent to owner (line 12p).
- 12y. **Utility reimbursement to family: 12v minus 12w:** The utility reimbursement to the family from the HA. Deduct the HAP to owner (line 12w) from the total voucher subsidy (line 12v).

Prorated Rent Calculation: Complete if family receives prorated subsidy (i.e., one or more family members indicated ineligible noncitizen in line(s) 3i).

- 12aa. **Reserved:** Reserved for future HUD use.
- 12ab. **Normal total HAP (copy from 12m):** The amount of the normal total housing assistance payment (copy from 12m).
- 12ac. **Total number eligible:** Total number of family members eligible for rent subsidy based on their citizen status. Family members do not include live-in aides or foster children/adults. Eligible family members have citizenship codes in line 3i of:

EC = Eligible citizen
EN = Eligible noncitizen
PV = Pending verification
- 12ad. **Total number in family:** Total number of family members in household. Exclude live-in aides or foster children/adults. Include ineligible noncitizen family members as part of the total family number.
- 12ae. **Proration percentage: 12ac ÷ 12ad:** The percent of the family eligible for rent subsidy. Divide the total number eligible (line 12ac) by the total number in family (line 12ad). A family with *ineligible* family members is only eligible for a



percent of the rent subsidy. Use the proration percentage to determine the family's total prorated rent subsidy.

Example:

There are 4 family members eligible for housing assistance (line 12ac), and 5 total family members (line 12ad; 1 is ineligible for rent subsidy), the calculation reads: $4 \div 5 = 0.8$ (or **80%**).

12af. **Prorated total HAP: 12ab x 12ae:**

The prorated housing assistance payment. Multiply the normal total HAP (line 12ab) by the proration percentage calculated in line 12ae.

12ag. **Mixed family total family contribution: 12q (gross rent) minus 12af:**

Indicate the mixed family total family contribution based on the proration calculation. Subtract the prorated total housing assistance payment (line 12af) from the gross rent of unit (line 12q).

Example:

If the gross rent (line 12q) is \$450, and the prorated total HAP is \$200 (line 12af), the mixed family total family contribution is: $\$450 - \$200 = \text{\$250}$. This is the amount the HA may require the tenant to pay.

12ah. **Utility allowance: Copy from 12n:**

If the rental payment does not include all utilities, indicate the monthly allowance amount for tenant supplied utilities that applies to the family occupied unit.

Note:

If there is no utility allowance, enter 0 (zero).

For shared housing:

If the family shares the unit with another family, enter only the family's prorated portion of the unit's utility allowance. To derive the family's prorated portion, divide the number of bedrooms in the family's private space by the total number of bedrooms in the shared housing unit.

12ai. **Mixed family Tenant Rent: 12ag minus 12ah:**

The rent amount the family pays to the owner after deducting the utility allowance (line 12ah) from the mixed family total tenant contribution (line 12ag); or the total credit amount the family receives to pay for utilities.

If the utility allowance (line 12ah) subtracted from the mixed family total family contribution (line 12ag) results in a positive number or 0 (zero), this line reflects the tenant's rent to the owner.



If the result is a negative number, this line reflects the credit to the tenant, commonly referred to as utility reimbursement.

Example:

The utility allowance amount in line 12ah is \$100 per month, and the mixed family total family contribution in line 12ag is \$450. The calculation reads: $\$450 - \$100 = \textbf{\$350}$. The tenant pays \$350 to the owner.

Example:

The utility allowance in line 12ah is \$100, and the mixed family total family contribution in line 12ag is \$75. The calculation reads: $\$75 - \$100 = \textbf{-\$25}$. The tenant receives a \$25 credit (i.e., utility reimbursement).

12aj. **If manufactured homeowner leasing the space, enter MHS:**

If the family is a manufactured homeowner leasing the space, enter MHS.

12ak. **Prorated HAP to owner: 12p minus 12ai (If 12ai is negative, put 12p):**

The total prorated amount of the housing assistance payment to the unit owner. Subtract the mixed family tenant rent (line 12ai) from the rent to owner (line 12p).

If the mixed family tenant rent in line 12ai is negative, enter the rent to owner (line 12p).



Section 13: Section 8: Mod Rehab (except converted to Certificate)

Note: Complete if program code (line 1d) is MR for moderate rehabilitation.

13a. **HAP contract number:**

The housing assistance payment (HAP) contract number. Include the sequence number for each HAP contract. The HAP contract sequence number identifies the particular HAP contract as under the project (funding increment).

Break down the contract number into the pieces that follow (this is the new contract number format based on the HUDCAPS format):

State code - The first 2 boxes, indicate the state where the project is located

HA code - The next 3 boxes, indicate the 3-digit HA number that HUD assigned

Program code - The next 2 boxes, indicate the program (e.g., MR or SR)

Increment number - The next 4 boxes, allow up to 4 numbers for the project (funding increment)

Sequence number - The final 4 boxes, allow up to 4 numbers for the HAP contract sequence number (see the example below)

Example:

The *project number* is WI-439-MR-0002-0001. The HA uses funding under this project number for three separate HAP contracts with three different owners and three different buildings. The *HAP contract sequence numbers* are: WI-439-MR-0002-0001; WI-439-MR-0002-0002; and WI-439-MR-0002-0003.

The HA uses all of the project funding for only 1 HAP contract. The *HAP contract number* is: WI-439-MR-0002-0001. Add the sequence number to the project number even if there is only 1 HAP contract under the project.



- 13b. **Mod Rehab SRO Program for homeless?:** Indicate whether the family's unit is in a Single-Room Occupancy (SRO) project under the SRO Program for Homeless Individuals (24 CFR Part 882, Subpart H).
Y = Yes N = No
- 13c. **Mod Rehab SRO unit (Not homeless program):** Indicate whether the family's unit is an SRO unit, but not under the SRO Program for Homeless Individuals.
Y = Yes N = No
- 13d. **Owner name:** The Section 8 unit owner's legal name.
- 13e. **Owner TIN/SSN:** The legal unit owner's tax identification number (TIN) or social security number (SSN).
- 13f. **Current base rent:** The current base rent for the unit that reflects the most recent rent adjustment.
- 13g. **Rehabilitation debt service:** The owner's current monthly rehabilitation debt service payments for the unit.

Note: If the owner paid off the rehabilitation loan, enter 0 (zero) here.
- 13h. **Contract rent to owner: 13f + 13g:** The monthly rent amount paid to the Mod Rehab unit owner as specified in the HAP contract. Add the current base rent (line 13f) to any monthly rehabilitation debt service (line 13g).
- 13i. **Utility allowance, if any:** If the rental payment does not include all utilities, indicate the monthly allowance amount for tenant supplied utilities that applies to the family occupied unit.

Note: If there is no utility allowance, enter 0 (zero).
- 13j. **TTP: Copy from 9j:** The total tenant payment (TTP) per month the HA may require the family to pay, as indicated in line 9j.



Rent Calculation (If prorated assistance (line 3s), skip to 13p): Complete if family receives subsidy.

- 13k. **Tenant rent: 13j minus 13i:** The rent amount the family pays to the owner after deducting the utility allowance (line 13i) from the total tenant payment (line 13j); or the total credit amount the family receives to pay for utilities.
- If the utility allowance (line 13i) subtracted from the total tenant payment (line 13j) results in a positive number or 0 (zero), this line reflects the tenant's rent to the owner.
- If the result is a negative number, this line reflects the credit to the tenant, commonly referred to as utility reimbursement.
- Note: If the TTP (line 13j) is greater than the gross rent (line 13h plus line 13i) enter the contract rent to owner (line 13h).
- Example: The utility allowance amount in line 13i is \$100 per month, and the TTP in line 13j is \$450. The calculation reads: $\$450 - \$100 = \textbf{\$350}$. The tenant pays \$350 to the owner.
- Example: If the utility allowance in line 13i is \$100, and the TTP in line 13j is \$75. The calculation reads: $\$75 - \$100 = \textbf{-\$25}$. The tenant receives a \$25 credit (i.e., utility reimbursement).
- 13m. **HAP to owner: 13h minus 13k (If 13k is negative, put 13h):** The amount of the housing assistance payment the HA pays to the unit owner. Subtract the tenant rent (line 13k) from the contract rent to owner (line 13h).
- If the tenant rent indicated in line 13k is negative, enter the contract rent to owner (line 13h).
- Example: The contract rent is \$400, and the tenant rent is \$200. The calculation reads: $\$400 - \$200 = \textbf{\$200}$. The \$200 balance is the housing assistance payment the HA pays to the unit owner.
- 13n. **Reserved:** Reserved for future HUD use.



Prorated Rent Calculation: Complete if family receives prorated rent subsidy (i.e., one or more family members indicated ineligible noncitizen in line(s) 3i).

- 13p. **Gross rent: 13h+ 13i:** The unit's total monthly rent amount. Add the contract rent to owner (line 13h) to the utility allowance (line 13i).
- 13q. **Normal total HAP: 13p minus 13j:** The amount of the normal total housing assistance payment. Subtract the total tenant payment (line 13j) from the gross rent (line 13p).
- 13r. **Total number eligible:** Total number of family members eligible for rent subsidy based on their citizen status. Family members do not include live-in aides or foster children/adults. Eligible family members have citizenship codes in line 3i of:

EC = Eligible citizen
EN = Eligible noncitizen
PV = Pending verification
- 13s. **Total number in family:** Total number of family members in household. Exclude live-in aides or foster children/adults. Include ineligible noncitizen family members as part of the total family number.
- 13t. **Proration percentage: 13r ÷ 13s:** The percent of the family that is eligible for rent subsidy. Divide the total number eligible (line 13r) by the total number in family (line 13s). A family with *ineligible* family members is only eligible for a percent of the rent subsidy. Use the proration percentage to determine the family's total prorated rent subsidy.
- Example: There are 4 family members eligible for housing assistance (line 13r), and 5 total family members (line 13s; 1 is ineligible for rent subsidy), the calculation reads $4 \div 5 = 0.8$ (or **80%**)
- 13u. **Prorated total HAP: 13q x 13t:** The prorated housing assistance payment. Multiply the normal total HAP (line 13q) by the proration percentage calculated in line 13t.
- 13v. **Mixed family TTP: 13p (gross rent) minus 13u:** Indicate the mixed family total tenant payment. Subtract the prorated total housing assistance payment (line 13u) from the gross rent (line 13p).



- Example: If the gross rent is \$450, and the prorated HAP is \$200, the mixed family TTP is: $\$450 - \$200 = \$250$. This is the amount the HA may require the tenant to pay.
- 13w. **Utility allowance (copy from 13i):** If the rental payment does not include all utilities, indicate the monthly allowance amount for tenant supplied utilities that applies to the family occupied unit.
- Note: If there is no utility allowance, enter 0 (zero).
- 13x. **Mixed family Tenant Rent: 13v minus 13w:** The rent amount the family pays to the owner after deducting the utility allowance (line 13w) from the mixed family total tenant payment (line 13v); or the total credit amount the family receives to pay for utilities.
- If the utility allowance (line 13w) subtracted from the mixed family total tenant payment (line 13v) results in a positive number or 0 (zero), this line reflects the tenant's rent to the owner.
- If the result is a negative number, this line reflects the credit to the tenant, commonly referred to as utility reimbursement.
- Example: The utility allowance amount in line 13w is \$100 per month, and the mixed family TTP in line 13v is \$450. The calculation reads: $\$450 - \$100 = \$350$. The tenant pays \$350 to the owner.
- Example: The utility allowance in line 13w is \$100, and the mixed family TTP in line 13v is \$75. The calculation reads: $\$75 - \$100 = -\$25$. The tenant receive a \$25 credit (i.e., utility reimbursement).
- 13y. **Reserved:** Reserved for future HUD use.
- 13z. **Prorated HAP to owner: 13h minus 13x (If 13x is negative, put 13h):** The total prorated amount of the housing assistance payment to the unit owner. Subtract the mixed family tenant rent (line 13x) from the contract rent to owner (13h).
- If the mixed family tenant rent indicated in line 13x is negative, enter the contract rent to owner (line 13h).



Section 14: Manufactured Home Owner Renting the Space (Pre-merger Certificates only)

Note: Complete if program code (line 1d) is CE for Certificates and if the family is a manufactured home owner renting the space.

14a. **Number of bedrooms on certificate:** The unit size (number of bedrooms) listed on the rental certificate.

14b. **Is family now moving to this space?:** Indicate whether or not the family moved or will move into the space identified (e.g., if the family's leases in-place or if the family will remain in the same space at the time of reexamination, enter N).

Y = Yes

N = No

Note:

Enter No if the effective date (line 2b) is on or after October 1, 1999. If the family moves to a new unit and the effective date is on or after October 1, 1999, the family should receive a Section 8 Voucher.

14c. **Portability? (if no, skip to 14f):** Indicate whether or not the household moved or will move into the HA's jurisdiction under portability move-in as reported in line 2a. Portability move-in occurs when one HA issues a family a certificate and the family moves into another HA's jurisdiction.

If portability move-in occurs, indicate Y (Yes) regardless of whether the receiving HA bills the initial HA or absorbs the family into its own program.

Y = Yes

N = No

14d. **Cost billed per month (put 0 if absorbed):** If the family moves into the receiving HA's jurisdiction under portability move-in, and the receiving HA elects to bill the initial HA, indicate the monthly amount billed to the initial HA for the family's HAP amount, 80% of the on-going administrative fees, and for any utility reimbursement to the family.

14e. **HA No. billed (include 2 letter State code and 3 digit HA number):** Indicate the initial HA's 2-letter state code and 3-digit identification number assigned by HUD. The initial HA is the HA that originally issued the certificate. The receiving HA must obtain this number. For help obtaining the initial HA's identification number, contact the appropriate HUD Field Office or the MTCS Hotline at 1-800-FON-MTCS.



Leave blank if the receiving HA absorbs the family.

Indicate if the family resides in OFTO housing, i.e., the HA approved a space rent *above* the Fair Market Rent (FMR).

OFTO *only* applies to the Section 8 Certificate program.

The family may not receive assistance under the OFTO program if the effective date (line 2b) is on or after October 1, 1999.

The space owner's legal name.

The legal space owner's tax identification number (TIN) or the social security number (SSN).

Indicate the FMR (Fair Market Rent) that applies to the unit size and locality.

Leave blank if the effective date (line 2b) is on or after October 1, 1999.

If the family is not under a Voucher, OFTO, New Admission, or move, leave blank.

Indicate whether or not the manufactured home's purchase price included the cost of furniture.

$$N = N_0$$

The monthly amount paid for principle and interest to amortize the manufactured home's purchase price. Include any set-up charges for assembling, skirting, and anchoring the manufactured home.

If there is no monthly amortization payment, enter 0 (zero).

The deduction amount for furniture cost from the monthly amortization payment. If the manufactured home's purchase price *included* furniture, multiply the monthly amortization payment (line 14k) by 0.15.

If the manufactured home's purchase price did not include furniture, as indicated in line 14j, enter 0 (zero).

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- 14n. **Adjusted amortization: 14k
minus 14m:** The adjusted monthly amortization payment.
Subtract the deduction (14m) from the monthly
amortization payment (line 14k).
- 14p. **Utility allowance, if any:** If the owner does not provide all utilities, indicate the
monthly allowance amount for tenant supplied
utilities that applies to the family occupied unit.



	Note:	If there is no utility allowance, enter 0 (zero).
14q.	<u>Rent to owner (space rent):</u>	The monthly rent payable to the space owner under the lease. Includes the required fees and charges for all maintenance and management services, but excludes on-going utility charges.
14r.	<u>Gross rent: 14n + 14p + 14q:</u>	The space's total monthly rent amount. Add the adjusted amortization payment (line 14n), utility allowance (line 14p), and rent to owner (line 14q).
14s.	<u>TTP Copy from 9j.</u>	The total tenant payment (TTP) per month the HA may require the family to pay, as indicated in line 9j.
14t.	<u>Gross rent minus TTP: 14r minus 14s:</u>	Indicate the total tenant payment (line 14s) subtracted from the gross rent (line 14r).
14u	<u>Reserved</u>	Reserved for future HUD use.
14v.	<u>HAP to owner, see Instruction Booklet:</u>	Perform the calculations that follow. Enter the result calculated in line 14vc of the Instruction Booklet into line 14v of the Form. <i>See Appendix II for calculation worksheet.</i>
	14va. <u>14i + 14n + 14p:</u>	Add together FMR (line 14i), adjusted amortization (line 14n), and utility allowance (line 14p).
	14vb. <u>Reserved</u>	Reserved for future HUD use.
	14vc. <u>HAP to Owner:</u>	The amount of the housing assistance payment made to the space owner. Indicate the lower amount contained in the lines below for the applicable program.
	<u>If regular certificate, lower of 14q or 14t -</u>	<i>Regular certificate only</i> Indicate the lower amount of rent to owner (line 14q) or gross rent minus TTP (line 14t).



If OFTO - lower of
14va minus 14s, or
14q minus 9h -

*OFTO only (effective date must be earlier than
October 1, 1999.)*

Indicate the lower of line 14va minus the TTP (line 14s) or rent to owner (line 14q) minus the minimum TTP (line 9h)

Note:

Enter the amount from the applicable program in line 14vc into line 14v of the Form. Do not enter any amounts from step 14va.

Note:

If the result is a negative number, enter 0 (zero).

Rent Calculation (If proration assistance (line 3s), skip to 14aa): Complete if family receives full subsidy.

14w. **Tenant rent: 14q minus 14v:**

The rent amount the family pays to the owner. Deduct the HAP to owner (line 14v) from the rent to owner (line 14q).

Example:

The rent to owner amount in line 14q is \$100 per month, and the HAP to owner in line 14v is \$450. The calculation reads: \$450 - \$100 = **\$350**. The tenant pays \$350 to the owner.

14x. **Reserved:**

Reserved for future HUD use.

Prorated Rent Calculation: Complete if family receives prorated subsidy (i.e., one or more family members indicated ineligible noncitizen in line(s) 3i).

14aa. **Total number eligible:**

Total number of family members eligible for rent subsidy based on their citizen status. Family members do not include live-in aides or foster children/adults. Eligible family members have citizenship codes in line 3i of:

EC = Eligible citizen

EN = Eligible noncitizen

PV = Pending verification

14ab. **Total number in family:**

Total number of family members in household. Exclude live-in aides or foster children/adults. Include ineligible noncitizen family members as part of the total family number.



- 14ac. **Proration percentage: 14aa ÷ 14ab:** The percent of the family that is eligible for rent subsidy. Divide the total number eligible (line 14aa) by the total number in family (line 14ab). A family with *ineligible* family members is only eligible for a percent of the rent subsidy. Use the proration percentage to determine the family's total prorated rent subsidy.
- Example: There are 4 family members eligible for housing assistance (line 14aa), and 5 total family members in the household (line 14ab; 1 is ineligible for rent subsidy), the calculation reads: $4 \div 5 = 0.8$ (or **80%**).
- 14ad. **Prorated HAP to owner: 14v x 14ac:** The prorated housing assistance payment. Multiply the HAP to owner (14v) by the proration percentage calculated in line 14ac.
- 14ae. **Mixed family TTP: 14r minus 14ad:** Indicate the mixed family total tenant payment based on the proration calculation. Subtract the prorated housing assistance payment (line 14ad) from the gross rent (line 14r).
- Example: If the gross rent is \$450, and the prorated HAP is \$200, the mixed family TTP is: $\$450 - \$200 = \textbf{\$250}$. This is the amount the HA may require the tenant to pay.
- 14af. **Reserved:** Reserved for future HUD use.
- 14ag. **Mixed family Tenant Rent: 14q minus 14ad:** The rent amount the family pays to the owner. Deduct the prorated HAP to owner (line 14ad) from the rent to owner (line 14q).



Section 15: Indian Mutual Help

Note: Complete if the program code (line 1d) is B for Indian Housing and the family participates in the Indian Mutual Help program.

- 15a. **Adjusted Monthly income: Copy from 9d:** The total amount of adjusted income received on a monthly basis.
- 15b. **Number between 0.15 and 0.30 that corresponds to the percentage in the mutual help agreement:** The Mutual Help and Occupancy Agreement (MHOA) percentage, as indicated in the Mutual Help agreement. Use a decimal between 0.15 and 0.30.
- 15c. **Gross family cost: 15a x 15b:** The total amount of the family's cost. Multiply adjusted monthly income (line 15a) by the mutual help agreement percentage (line 15b).
- 15d. **Utility allowance, if any:** If the rental payment does not include all utilities, indicate the monthly allowance amount for tenant supplied utilities that applies to the family occupied unit.
- Note: If there is no utility allowance, enter 0 (zero).
- 15e. **Net cost: 15c minus 15d: If 15d is larger, put 0:** The net family cost. Deduct the utility allowance (line 15d) from the gross family cost (line 15c).
- Note: If the utility allowance (line 15d) is greater than the gross family cost (line 15c), enter 0 (zero).
- 15f. **Administration charge:** Each Indian Housing Authority (IHA) sets their administration charge. Enter the amount of the IHA's charge.
- 15g. **Maximum monthly payment in agreement, if any (usually 15f + monthly debt service):** If the IHA has an established Maximum Monthly Payment Schedule, enter the amount. The maximum is usually the total of the administration charge and any debt service payments shown on the homebuyer's purchase price schedule.



- 15h. **Family cost: higher of 15e and 15f, but not greater than 15g:** The higher amount of either the net cost (line 15e) or the administration charge (line 15f). If this amount exceeds the maximum monthly payment in the agreement, enter the maximum monthly payment (line 15g).



Form HUD-50058

FSS: Family Self Sufficiency Addendum

Note: Complete this section for Family Self Sufficiency (FSS) each time an FSS family completes a Form HUD-50058 and to report an FSS enrollment or exit.

Note: Failure to submit FSS exits may impact minimum FSS program size obligations.

16a. **FSS Report Category (check one):** Indicate the purpose for which the Form is completed:

Enrollment Report - New enrollment in the FSS program.

Progress Report - Update to family's FSS status.

Exit Report - Exit from FSS program.

16b. **Family Information:**

(1) Did the family receive selection preference because of related service program participation? - *(FSS Enrollment Reports Only)*
For new FSS enrollment, indicate whether or not the family received an FSS selection preference due to participation in a related service program.

JTPA (Job Training Partnership Act):

Effective October 1, 1983, JTPA provides job-training services for economically disadvantaged adults and youth, dislocated workers, and others who face significant employment barriers. The Act seeks to move jobless individuals into permanent self-sustaining employment. State and local governments, together with the private sector, have primary responsibility for development, management, and administration of training programs under JTPA.

Program services include an assessment of an unemployed individual's needs and abilities and a strategy of services such as classroom training, on-the-job training, job-search assistance, work experience, counseling, basic skills training, and support services.

Other: Participated in other service programs.

None: No selection preference given for participation in any service program.



- (2) Check the box to indicate the head of household's employment status at the time this FSS Addendum is being completed -

Indicate the Head of Household's current employment status.

Full Time:

Head of Household works 32 hours or more per week.

Part-time:

Head of Household works less than 32 hours per week.

Not Employed:

Head of Household is not employed.

- (3) Years of School Completed by the Head of Household -

Enter the highest *grade* or the *full* years of formal schooling that the Head of Household completed (0-25).

Example:

If the Head of Household completed school through 7th grade, enter **7** in the box. This indicates 7 full years of formal schooling. If the Head of Household completed high school and 2 years of college, vocational, technical, or other 2 - 4 year accredited school, enter **14** in the box.

Example:

If the Head of Household attended but did not finish 8th grade, enter **7** in the box.

- (4) Assistance received by the Family -

Indicate whether or not the family receives additional assistance, such as food stamps or Medicaid.

Note:

A household that no longer receives welfare such as TANF or SSI may receive Medicaid coverage for one year.

Note:

Welfare assistance does not include transitional Medicaid, child care for JOBS participants, or SSI to guardians of children with disabilities.

- (5) Is the Family currently receiving services from JTPA (Job Training Partnership Act)?

Indicate whether or not the family receives some kind of assisted service from the provisions outlined in the Job Training Partnership Act.



16c. **FSS Services**

- (1) Initial Start Date of Contract of Participation - The effective date of the family's FSS Contract of Participation; the date the family *initially* enrolled in the FSS program.
- Note: Include all four digits of the year (i.e., 06/**1997**).
- (2) Initial End Date of Contract of Participation - The expiration date of the family's FSS Contract of Participation; the date the family is *initially* expected to exit the FSS program. The contract term is for a period of 5 years.
- Note: Include all four digits of the year (i.e., 06/**1997**).
- (3) Contract Date Extended to - If applicable, the date to which the HA has extended the family's FSS Contract of Participation (beyond the initial end date entered at Enrollment).
- Note: If the HA did not extend the family's end date, leave this field blank.
- Note: Include all four digits of the year (i.e., 06/**1997**).
- (4) Number of Family Members with Individual Training & Services Plan: The number of family members in the household who have current Individual Training and Services Plans under the FSS Contract of Participation.

16d. **FSS Account Information**

- (1) Current FSS Account Monthly Credit - The current dollar amount credited to the family's FSS account due to increases in earned income by the family.
- Note: If the family does not make contributions to an FSS account, enter 0 (zero).
- (2) Current FSS Account Balance - The current dollar amount of the family's FSS account based on the most recent report of account funds and activity. Include the amounts paid into the account by the family, as well as the prorated investment income credited to the account.
- Note: If an FSS account has not yet been established for the family, enter 0 (zero).



(3) FSS Account Amount
Disbursed to the Family -

Total dollar cumulative amount, if any, of all FSS escrow disbursements ever made to the family.

Note:

If no funds were disbursed, enter 0 (zero).

16e. **Family Services Table**

Note:

The Family Services Table includes a list of 8 different services and blank columns to complete. The columns indicate whether the FSS participants need the services, whether the HA provides the services to the FSS participants, or whether the services are provided to the participants through other means. Enter the information provided in the Individual Training and Services Plan(s) of the family's Contract of Participation.

(a) Contract Identified Service
Needs (Y/N) -

Indicate whether or not the Contract of Participation identified individual training and service needs of the family members.

Y = Yes

N = No

Example:

If the Spouse stated that he or she wants to complete his or her high school education and the Contract of Participation identified the need through an Individual Training & Services Plan, enter Y (Yes) in the appropriate box.

Education/Training -

- **GED.** The GED is a Graduate Equivalency Diploma; attend classes to complete high school-equivalency credits.
- **High School.** Attend or return to high school to obtain a high school diploma.
- **Post Secondary.** Attend or return to post secondary schooling (such as a college or university) to obtain a secondary degree.
- **Vocational/Job Training.** Attend a vocational or technical school (e.g., may obtain a license or certificate but not an official degree), or participate in job training classes (e.g., computer skills courses, etc.).

Job Search/Job
Placement -

Search for employment or use current employment networks for placement in a permanent position.



Transportation -	Need transportation to attend school, training, search for a job, and/or take children to child care.
Health Services -	Need specific health services, or well-child/ well-family regular services and check-ups.
Child Care -	Need child care assistance; record the number of children who need care.

- (b) Needs Met Through FSS (Y/N): If the contract identified certain needs for family members, indicate whether or not the Family Self-Sufficiency program and related services met these needs.

Y = Yes

N = No

Note: As defined in 16e.(a) above, the services listed in the table also apply to this column, and the Child Care field should again indicate the number of children who need child care, instead of Y or N.

- (c) Needs Met by Others (Y/N): Indicate whether or not the FSS program arranged to meet the needs identified in the contract for the family members.

Y = Yes

N = No

Note: As defined in 16e.(a) above, the services listed in the table also apply to this column, and the Child Care field should again indicate the number of children who need child care, instead of Y or N.

16f. **Exit Information**

Note: Complete this section only if the family is exiting the FSS program (i.e., FSS Exit Report).

- (1) Did family complete Contract of Participation? - Indicate if the family fulfilled all of its obligations under the contract during the contract term, or when 30% of the family's monthly adjusted income equals or exceeds the existing housing fair market rent (FMR) for the unit size for which the family qualifies.

Y = Yes

N = No



(2) If (1) is Yes, did family move to homeownership? -

Indicate, if the family completed the Contract and is **Moving to homeownership.**

Y = Yes

N = No

(3) If (1) is No, reason for exit -

Left voluntarily:

The contract was terminated through mutual consent of the family and the HA, or the family decided to withdraw.

Asked to leave program:

The HA terminated the Contract of Participation because a family member failed to meet obligations required under the Contract, or because other family actions were inconsistent with the purpose of the FSS program.

Left because essential service was unavailable:

The HA declared the Contract of Participation null and void because a particular service deemed essential to a family's ability to become self-sufficient was unavailable.

Contract expired but family did not fulfill obligations:

The term of the Contract of Participation expired but the family did not meet all contract obligations.



Appendix I

Federal Standard State and Territory Codes

States

AL = Alabama	MA = Massachusetts	TX = Texas
AK = Alaska	MI = Michigan	UT = Utah
AZ = Arizona	MN = Minnesota	VT = Vermont
AR = Arkansas	MS = Mississippi	VA = Virginia
CA = California	MO = Missouri	WA = Washington
CO = Colorado	MT = Montana	WV = West Virginia
CT = Connecticut	NE = Nebraska	WI = Wisconsin
DE = Delaware	NV = Nevada	WY = Wyoming
DC = District of Columbia	NH = New Hampshire	
FL = Florida	NJ = New Jersey	
GA = Georgia	NM = New Mexico	
HI = Hawaii	NY = New York	
ID = Idaho	NC = North Carolina	
IL = Illinois	ND = North Dakota	
IN = Indiana	OH = Ohio	
IA = Iowa	OK = Oklahoma	
KS = Kansas	OR = Oregon	
KY = Kentucky	PA = Pennsylvania	
LA = Louisiana	RI = Rhode Island	
ME = Maine	SC = South Carolina	
MD = Maryland	SD = South Dakota	
	TN = Tennessee	

Territories

AS = America Samoa
FM = Federated States of Micronesia
GQ = Guam
MH = Marshall Islands
MP = Northern Mariana Islands
PW = Palau
RQ/PR = Puerto Rico
VQ/VI = Virgin Islands



Appendix II

Section 8 Certificate Over-FMR Tenancy Option (OFTO) Worksheet

(except manufactured home owner renting the space)

	a	FMR or HUD-approved Exception Rent (Report on line 11j) (i.e., OFTO "payment standard")
	b	TTP: highest of 9c, 9f or 9g
▼	c	Maximum Subsidy: a minus b
	d	Utility Allowance, if any (Report on line 11m)
▼▼	e	Rent to Owner (Report on line 11k)
	f	Gross Rent of Unit: d plus e (Report on line 11n)
▲	g	Gross Rent less Maximum Subsidy: f minus c
▲	h	HA Minimum Rent: copy 9h (If prorated rent, skip to aa)
	i	Total Family Contribution: higher of g or h
▼	j	Gross Rent less Contribution: f minus i
▼▼	k	Total OFTO Subsidy: lower of c or j (Report on line 11r)
	l	HAP to Owner: lower of e or k
	m	Family Rent to Owner: e minus l
	n	Reserved
	o	Utility Reimbursement to Family: k minus l
		OFTO Prorated Rent Calculation (under noncitizen rule)
▼	aa	Gross Rent minus HA Minimum Rent: f minus h
	bb	Normal Total HAP: lower of c or aa
	cc	Total Number Eligible (Report on line 11ae)
	dd	Total Number in Family (Report on line 11af)
	ee	Proration Percentage: cc/dd (Report on line 11ag)
	ff	Prorated Total HAP: bb x ee (Report on line 11ah)



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	gg	Mixed Family Total Family Contribution: f minus ff (Report on line 11ai)
	hh	Mixed Family Rent to Owner: gg minus d. <i>If positive or 0, enter here. If negative, enter on line hh below</i>
CR	hh	<i>Credit tenant (utility reimbursement)</i>
	ii	Reserved
	jj	Prorated HAP to Owner: e minus hh <i>(If hh is negative, put e)</i>

▲ - Marks lines that will be compared and you will take the larger

▼ - Marks lines that will be compared and you will take the smaller



Appendix III

Section 14, line 14v: HAP to Owner Calculation Worksheet

14va.	14i+14n+14p	\$	14va.
14vb.	Minimum family contribution: higher of 9c or 9h	\$	14vb.
14vc.	HAP to Owner:	\$	14vc.
	If regular certificate, lower of 14q or 14t		
	If voucher, lower of 14va minus 14s, or 14q minus 14vb		
	If OFTO, lower of 14va minus 14s, or 14q minus 9h		

Note: Enter the amount indicated in line 14vc into line 14v of the Form.
If a calculation results in a negative number, enter 0 (zero).

